

Administrative-Finance Committee
CO-CHAIR, GEORGE SMILEY
COUNCILMAN SEVENTH DISTRICT
CO-CHAIR, JOHN J. CARTIER
COUNCILMAN EIGHTH DISTRICT



LOUIS L. REDDING CITY COUNTY BUILDING
800 N. French Street
Wilmington, DE 19801
Office: (302) 395-8383
Fax: (302) 395-8386
E-mail: jjcartier@nccde.org
E-mail: gsmiley@nccde.org

NEW CASTLE COUNTY COUNCIL
Administrative-Finance Committee
May 22, 2018 – 1:30 p.m.
8th Floor Council Conference Room

REVISED AGENDA

I. APPROVAL OF MINUTES:

5/7/18 Budget Hearing Minutes
5/8/18 Administrative-Finance Committee Minutes

II. RESOLUTIONS:

R18-074: AUTHORIZING THE EXECUTION OF ONE PURCHASE ORDER CONTRACT FOR N. HARRIS COMPUTER CORPORATION FOR ADDITIONAL SOFTWARE LICENSE FOR THE CASHIERING SYSTEM FOR THE OFFICE OF TECHNOLOGY AND ADMINISTRATIVE SERVICES IN THE AMOUNT OF \$25,000.00

FISCAL NOTE: This Resolution authorizes the execution of one purchase order contract totaling \$25,000.00 to N. Harris Computer Corporation for additional software licenses for the cashiering system. Funding is included in the FY2018 Approved Operating Budget.

R18-075: AUTHORIZING THE EXECUTION OF ONE PURCHASE ORDER CONTRACT FOR WILMINGTON AREA PLANNING COUNCIL (WILMAPCO) TO PERFORM WORK NECESSARY TO INITIATE THE SOUTHERN NEW CASTLE COUNTY MASTER PLAN FOR THE DEPARTMENT OF LAND USE IN THE AMOUNT OF \$10,000.00

FISCAL NOTE: This Resolution authorizes the execution of one purchase order contract totaling \$10,000.00 to Wilmington Area Planning Council (WILMAPCO) for initiate the Southern New Castle County Master Plan. Funding is included in the FY2018 Approved Operating Budget.

R18-076: AUTHORIZING THE EXECUTION OF ONE PURCHASE ORDER CONTRACT FOR WILMINGTON AREA PLANNING COUNCIL (WILMAPCO) TO PERFORM WORK NECESSARY TO INITIATE THE ROUTE 202 MASTER PLAN FOR THE DEPARTMENT OF LAND USE IN THE AMOUNT OF \$30,000.00

FISCAL NOTE: This Resolution approves the execution of purchase order contract totaling \$30,000.00 to Wilmington Area Planning Council (WILMAPCO) to perform work necessary to initiate the Route 202 Master Plan.

R18-052: (STATUS: TABLED) ADOPTING THE NEW CASTLE COUNTY CAPITAL PROGRAM FOR FISCAL YEAR 2019 THROUGH 2024. Introduced by: Mr. Smiley, Mr. Cartier

FISCAL NOTE: This Resolution would approve the Capital Program of New Castle County for the six fiscal years from July 1, 2018 through June 30, 2024 as required by the State Code. The “New Castle County Capital Program and Budget – Fiscal Year 2019-2024 – Approved” provides detail for these projects and projects previously authorized.

Additionally, this Resolution would sunset 2 projects with an approximate savings of \$0. These projects will no longer be active projects and accordingly are deleted from the Fiscal Year 2019 Capital Program. The Capital Program for FY2019 through FY2024 as submitted indicates that planned capital uses/sources of funds for the years FY2019 through FY2024 would be:

USES:	FY2019	\$ 48,222,765
	FY2020	\$ 79,360,342
	FY2021	\$ 52,036,810
	FY2022	\$ 45,277,725
	FY2023	\$ 46,802,153
	FY2024	\$ <u>41,077,614</u>
	TOTAL	\$ <u>312,777,409</u>
SOURCES:	Bonds	\$ 253,479,500
	Federal	\$ -
	State	\$ 10,130,035
	General	\$ 36,353,208
	Sewer	\$ 13,564,666
	Other	\$ <u>(750,000)</u>
	TOTAL	\$ <u>312,777,409</u>

III. ORDINANCES:

18-042: TO AMEND THE PAY PLAN AND RATES OF PAY FOR CLASSIFIED SERVICE EMPLOYEES REPRESENTED BY DELAWARE PUBLIC EMPLOYEES COUNCIL 81, AMERICAN FEDERATION OF STATE, COUNTY AND MUNICIPAL EMPLOYEES (“AFSCME”), AFFILIATE LOCAL 459, AND CHANGE THE TITLES OF SPECIAL SERVICES SPECIALIST I AND SPECIAL SERVICES SPECIALIST II TO COMMUNITY SERVICES SPECIALIST I AND COMMUNITY SERVICES SPECIALIST II. Introduced by: Ms. Hartley-Nagle

FISCAL NOTE: This Ordinance revises the position titles of Special Services Specialist I and Special Services Specialist II to Community Services Specialist I and Community Services Specialist II and adds the position titles of Community Services Specialist I and Community Services Specialist II on the Pay Plan and Rates of Pay for Classified Service Employees Represented by Delaware Public Employees Council 81, AFSCME, Affiliate Local459. There will be no discernable fiscal impact upon the adoption of this Ordinance.

18-046: APPROPRIATE \$250,000 FROM THE GARSTIN TRUST PORTFOLIO TO THE GARSTIN TRUST FUND IN ORDER TO FUND PARK MAINTENANCE FOR FISCAL YEAR 2019, TO BE ADMINISTERED BY THE DEPARTMENT OF PUBLIC WORKS. Introduced by: Mr. Sheldon, Mr. Powers

FISCAL NOTE: This Ordinance, if approved, would amend the Garstin Trust Fund by appropriating funding for FY2019 as follows:

Increase Materials and Supplies	120,000
Increase Contractual Services	<u>130,000</u>
TOTAL	\$<u>250,000</u>

This appropriation is administered by the Department of Public Works Mr. and Mrs. Garstin established in their wills a residuary trust, a portion of which was given to New Castle County free from trust for the care,

maintenance, and upkeep of parks under New Castle County jurisdiction. As of March 31, 2018, the balance of the endowment account was \$3,633,586.37.

The fiscal impact of this Ordinance, if approved, would be an increase in the authorized spending authority of the Garstin Trust Fund by \$250,000.

°18-050: TO AMEND NEW CASTLE COUNTY CODE CHAPTER 2 (“ADMINISTRATION”), SECTION 2.03.004 (“FEES FOR RECORDER OF DEEDS”) RELATING TO CERTAIN CHANGES TO FEES OF THE OFFICE OF THE RECORDER OF DEEDS. Introduced by: Mr. Sheldon

FISCAL NOTE: This Ordinance amends certain fees of the Office of the Recorder of Deeds of New Castle County Council. This ordinance would impact New Castle County positively in the amount TBD.

°18-051: TO AMEND NEW CASTLE COUNTY CODE CHAPTER 14 (“FINANCE AND TAXATION”), ARTICLE 1 (“IN GENERAL”) RELATING TO A LIBRARY RESERVE ACCOUNT. Introduced by: Mr. Woods, Mr. Smiley

FISCAL NOTE: This ordinance proposes certain revisions to New Castle County Code, namely the creation of a Library Reserve Account that would serve to advance County Council’s goal of protecting the rights of each and every resident, especially seniors and at-risk children, to reasonable access to a library in the New Castle County library system. Furthermore, the creation of the Library Reserve Account is most prudent in that it ensures that reasonable and necessary funds are set aside for, at times, unexpected yet necessary expenses of libraries in the New Castle County library system. The annual fiscal impact of the Library Reserve Account would not exceed \$500,000.

°18-052: TO AMEND NEW CASTLE COUNTY CODE CHAPTER 14 (“FINANCE AND TAXATION”), ARTICLE 10 (“REAL PROPERTY TRANSFER TAX”), SECTION 14.10.012 (“USE OF TRANSFER TAX REVENUES”) REGARDING REAL PROPERTY TAXES. Introduced by: Mr. Smiley

FISCAL NOTE: This legislation would allow the County Executive to certify and County Council to adopt revenue estimates for real estate transfer tax that more accurately reflect the current real estate market in New Castle County. Revenue estimates for future fiscal years are provided by the Office of Finance to the New Castle County Finance Advisory Committee for certification. Based on current projections, this ordinance would increase General Fund revenues as follows:

FY 2019: \$1.7 million
FY 2020: \$1.8 million
FY 2021: \$1.9 million

°18-024: (STATUS: TABLED) THE ANNUAL REVENUE ORDINANCE OF NEW CASTLE COUNTY FOR FISCAL YEAR 2019 BEGINNING JULY 1, 2018. Introduced by: Mr. Smiley, Mr. Cartier

FISCAL NOTE: This Ordinance proposes Fiscal Year 2019 tax rates which in conjunction with other anticipated sources of revenue are estimated to yield sufficient revenue to balance the proposed Fiscal Year 2019 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 \$130,300,000. The proposed light district tax rates, as cited in Section 3, are anticipated to yield revenues of \$6,533,650. These revenues, together with 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 4, are anticipated to yield revenues of \$3,658,812. These revenues, together with 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 next two fiscal years as the rates are legislated annually by County Council.

°18-025: (STATUS: TABLED) CALCULATION OF SEWER SERVICE CHARGES EFFECTIVE JULY 1, 2018 FOR FISCAL YEAR 2019. Introduced by: Mr. Smiley, Mr. Cartier

FISCAL NOTE: This Ordinance proposes the adoption of the Fiscal Year 2019 sewer user rates which, in conjunction with other related sources of revenue, are estimated to yield sufficient revenue to balance the Fiscal Year 2019 sewer fund budget. If adopted, this Ordinance would establish a Fiscal Year 2019 composite (flow \$5.034399 + (BOD \$0.416813 X 1.2510 (flow factor) = \$0.5214325) + (SS \$0.566035 X 1.5429 (flow factor) = \$0.8733356)) residential flow rate of \$6.42917 per 1,000 billable gallons. This composite rate represents a 12% change from the FY2018 composite rate.

The rates contained in this Ordinance would, if adopted, be applied to all user classes as follows:

User Classification	Number of Users	Gross Billing
Major (Industrial)	22	\$10,364,519
Commercial	3,666	\$12,511,129
Residential	120,457	\$31,319,199
Apartment	228	\$7,978,943
Contract	5	\$5,292,603
Gross Bill	<u>124,378</u>	<u>\$ 67,466,393</u>
Allowance for Delinquent Accounts:		<u>(2,716,393)</u>
		<u><u>\$ 64,750,000</u></u>

°18-026: (STATUS: TABLED) 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 2019 CAPITAL BUDGET. Introduced by: Mr. Smiley, Mr. Cartier

FISCAL NOTE: This Ordinance will permit New Castle County to authorize bonds in the net amount of \$36,370,000 to finance projects approved in the Fiscal Year 2019 Capital Budget. See attached Exhibit "A" for fiscal impact of this Ordinance.

°18-027: (STATUS: TABLED) THE CAPITAL BUDGET ORDINANCE OF NEW CASTLE COUNTY FOR THE FISCAL YEAR BEGINNING JULY 1, 2018. Introduced by: Mr. Smiley, Mr. Cartier

FISCAL NOTE: The Capital Budget Ordinance for Fiscal Year 2019 authorizes capital spending of \$48,222,765 for various projects. A companion Ordinance authorizing the issuance of General Obligation Bonds of \$36,370,000 to fund the Capital Budget must be adopted. In addition, this Ordinance sunsets 2 capital projects, effective June 30, 2018. Projects are listed on Exhibit "B".

°18-028: (STATUS: TABLED) ADOPT THE ANNUAL OPERATING BUDGET OF NEW CASTLE COUNTY FOR THE FISCAL YEAR BEGINNING JULY 1, 2018. Introduced by: Mr. Smiley, Mr. Cartier

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 2019. The fiscal impact of this Ordinance is the authorization to expend \$291,143,147 in Fiscal Year 2019 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.

IV. OTHER:

- New Castle County Council Grant Requests/Community Events
- Expense & Revenue Round Table
- Comments by the County Executive Branch
- Other

V. PUBLIC COMMENT:

VI. ADJOURNMENT:

AGENDA POSTED: May 15, 2018
REVISED AGENDA POSTED: May 16, 2018

***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.**

****The agenda was revised on May 16, 2018 to correct the meeting date.**