

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  
June 12, 2018 – 1:30 p.m.  
8<sup>th</sup> Floor Council Conference Room

**REVISED<sup>1</sup> AGENDA**

**I. APPROVAL OF MINUTES:**

5/22/18 Administrative-Finance Committee meeting minutes

**II. RESOLUTIONS:**

**R18-082: APPROVING THE REFUND OF A DUPLICATE TAX PAYMENT ON 7450 LANCASTER PIKE, TAX PARCEL NUMBER 08-007.40-036 AND TAXES PAID IN ERROR ON 2351 GLASGOW AVENUE, TAX PARCEL NUMBER 11-026.00-075. Introduced by: Mr. Smiley, Mr. Cartier**

**FISCAL NOTE:** This Resolution, if adopted, will authorize the refund of a duplicate tax payment and taxes paid in error. According to *New Castle County Code* Article 3, §14.03.001.C, the Chief Financial Officer's authority to approve refunds is limited to \$20,000.00 and pursuant to Article 3, §14.03.002.A, the Chief Financial Officer shall not "without the express approval of County Council by resolution, refund any payment as permitted in §14.03.001, received more than five (5) years prior to the date of receipt by the Office of Finance of the refund application, unless the amount of the refund is not more than twenty thousand dollars (\$20,000.00), in which case the Chief Financial Officer may process it in accordance with the procedures set forth in §14.03.001."

The refunds set forth reflect a total payment of \$20,642.48 paid in duplicate comprised of taxes and \$20,045.65 paid in error comprised of taxes.

**R18-083: 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. Introduced by: Mr. Hollins, Ms. Diller**

**FISCAL NOTE:** This Resolution will authorize the filing of the County's One-Year Action Plan for the FFY 2018 Community Development Block Grant Program, Emergency Solutions Grant Program, HOME Investment Partnerships Program 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 the following applications for funding expected for FFY 2018: the Community Development Block Grant Program (**\$2,318,157**); the Emergency Solutions Grant Program (**\$187,215**) and the HOME Investment Partnerships Program (**\$991,978**).

- o Community Development Block Grant Program (\$2,318,157), projected CDBG program income

- (\$350,000) and CDBG estimated prior year grant funds (\$975,000); and
- HOME Investment Partnerships Program (\$991,978), projected HOME program income (\$75,000), and
- Emergency Solutions Grant Program (\$187,215).

The authorization to file this Consolidated Plan One-Year Action Plan would enable the County to obtain funding, for the programs listed above, for the period July 1, 2018 – June 30, 2019.

**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:

<b>USES:</b>	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>
	<b>TOTAL</b>	<b><u>\$ 312,777,409</u></b>
<b>SOURCES:</b>	Bonds	\$ 253,479,500
	Federal	\$ -
	State	\$ 10,130,035
	General	\$ 36,353,208
	Sewer	\$ 13,564,666
	Other	<u>\$ (750,000)</u>
	<b>TOTAL</b>	<b><u>\$ 312,777,409</u></b>

**III. ORDINANCES:**

**°18-053: AMEND THE GRANTS BUDGET: APPROPRIATE \$2,318,157 FROM THE U.S. DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT AND \$350,000 IN ESTIMATED PROGRAM INCOME TO THE COMMUNITY DEVELOPMENT BLOCK GRANT FY2019, WHICH WILL BE ADMINISTERED BY THE DEPARTMENT OF COMMUNITY SERVICES. Introduced by: Mr. Hollins, Ms. Diller**

**FISCAL NOTE:** This Ordinance, if approved, will amend the Grants Budget by appropriating federal funds of \$2,318,157 from the U.S. Department of Housing and Urban Development (HUD) and \$350,000

in estimated program income to be earned in Fiscal Year 2019 to the Community Development Block Grant FY2019, which will be administered by the Department of Community Services.

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 include providing financial assistance to moderate to low income residents of New Castle County, most of which are elderly, to rehab 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.

Funding approval has been received from the HUD in the amount of \$2,318,157 for the continuation of the CDBG Program for a forty-fourth year. In addition, program income for FY2019 is estimated to be \$350,000. These federal funds and estimated program income will fund the Community Development Block Grant FY2019 as follows:

<u>Program Title</u>	<u>Total Proposed Appropriation</u>
Administration (Exhibit A)	\$533,631
Program Delivery (Exhibit B)	524,796
Cooperating Communities (Exhibit C)	274,006
Subgrantees (Exhibit D)	347,724
Other Rehab (Exhibit E)	450,000
Down Payment/Settlement Help (Exhibit F)	318,000
Relocation (Exhibit G)	15,000
Neighborhood Revitalization-Clean-up (Exhibit H)	15,000
Housing Initiative (Exhibit I)	50,000
Neighborhood Conservation (Exhibit J)	<u>140,000</u>
<b>Total Increase</b>	<b>\$2,668,157</b>

The fiscal impact of this Ordinance, if approved, would be an increase in the authorized spending authority of the Grants Budget of \$2,668,157. This increase will affect FY2019, FY2020 and FY2021, since the targeted program completion date is June 30, 2021. FY2018 funding was authorized in the amount of

\$2,079,650 in federal funds and \$350,000 in estimated program income for a total of \$2,429,650. There is no discernible fiscal impact on the current operating budget.

**°18-054: AMEND THE GRANTS BUDGET: APPROPRIATE \$47,830.31 IN FUNDING FROM THE STATE OF DELAWARE, DEPARTMENT OF LABOR – DELAWARE WORKFORCE INVESTMENT BOARD TO THE 2018 STATE SUMMER YOUTH EMPLOYMENT PROGRAM – CITY OF WILMINGTON GRANT TO BE ADMINISTERED BY THE DEPARTMENT OF COMMUNITY SERVICES. Introduced by: Mr. Hollins, Ms. Diller**

**FISCAL NOTE:** This Ordinance, if approved, will amend the Grants Budget by appropriating \$47,830.31 in funding from the State of Delaware, Department of Labor – Delaware Workforce Investment Board to the 2018 State Summer Youth Employment Program – City of Wilmington Grant to be administered by the Department of Community Services.

The State Summer Youth Employment Program will provide employment experiences for low income youth in the City of Wilmington between the ages of 14 and 20 that will promote responsibility, team work, and a good work ethic. Funds will be used to employ 21 youth. This program will run through the summer of 2018.

The fiscal impact of this Ordinance, if approved, will be an increase in the authorized spending authority of the Grants Budget by \$47,830.31. The increase will affect FY2018 and FY2019, since the estimated expiration date of this grant is August 24, 2018. The Department of Community Services FY2018 Approved Operating Budget includes \$10,831.73 to offset the difference between the reimbursable hourly rate of the grant and the actual hourly rate paid by the County and the associated part time benefit rate.

**°18-055: AMEND THE GRANTS BUDGET: FOR FY2019, APPROPRIATE FEDERAL FUNDS OF \$187,215 FROM THE U.S. DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT (HUD) TO THE EMERGENCY SOLUTIONS GRANT FY2019, WHICH WILL BE ADMINISTERED BY THE DEPARTMENT OF COMMUNITY SERVICES. Introduced by: Mr. Hollins, Ms. Diller**

**FISCAL NOTE:** This Ordinance, if approved, will amend the Grants Budget by appropriating federal funds of \$187,215 from the U.S. Department of Housing and Urban Development (HUD) to the Emergency Solutions Grant FY2019, which will be administered by the Department of Community Services.

The Emergency Solutions Grant FY2019 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.

The fiscal impact of this Ordinance, if approved, will be an increase in the authorized spending authority of the Grants Budget of \$187,215 for FY2019, funded by HUD grant awards. This increase will affect FY2019 and FY2020, since the targeted program completion date for this grant is June 30, 2020. FY2018 funding was authorized in the amount of \$188,829. There is no discernible fiscal impact on the current operating budget.

**°18-056: AMEND THE GRANTS BUDGET: APPROPRIATE \$104,975 IN FUNDING FROM THE STATE OF DELAWARE, DEPARTMENT OF LABOR – DELAWARE WORKFORCE INVESTMENT BOARD TO THE 2018 STATE SUMMER YOUTH EMPLOYMENT PROGRAM – SUBURBAN NEW CASTLE GRANT TO BE ADMINISTERED BY THE DEPARTMENT OF COMMUNITY SERVICES. Introduced by: Mr. Hollins, Ms. Diller**

**FISCAL NOTE:** This Ordinance, if approved, will amend the Grants Budget by appropriating \$104,975 in funding from the State of Delaware, Department of Labor – Delaware Workforce Investment Board to the 2018 State Summer Youth Employment Program – Suburban New Castle Grant to be administered by the Department of Community Services.

The State Summer Youth Employment Program will provide employment experiences for low income youth in the New Castle suburban areas between the ages of 14 and 20 that will promote responsibility, team work, and a good work ethic. Funds will be used to employ 46 youth. This program will run through the summer of 2018.

The fiscal impact of this Ordinance, if approved, will be an increase in the authorized spending authority of the Grants Budget by \$104,975. The increase will affect FY2018 and FY2019, since the estimated expiration date of this grant is August 24, 2018. The Department of Community Services FY2018 Approved Operating Budget includes \$23,525.81 to offset the difference between the reimbursable hourly rate of the grant and the actual hourly rate paid by the County and the associated part time benefit rate.

**°18-057: AMEND THE GRANTS BUDGET: FOR FY2019, APPROPRIATE FEDERAL FUNDS OF \$991,978 FROM THE U.S. DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT AND ESTIMATED PROGRAM INCOME OF \$75,000 TO THE FY2019 HOME INVESTMENT PARTNERSHIP PROGRAM (HOME) AS FOLLOWS: APPROPRIATE \$106,698 TO HOME ADMINISTRATION FY2019; \$811,483 TO HOME INVESTMENT PARTNERSHIP PROGRAM SUBGRANTEES AND HOME REHAB FY2019; AND \$148,797 TO HOME INVESTMENT PARTNERSHIP PROGRAM COMMUNITY HOUSING DEVELOPMENT ORGANIZATION (“CHDO”) FY2019 WHICH ARE ADMINISTERED BY THE DEPARTMENT OF COMMUNITY SERVICES. Introduced by: Mr. Hollins, Ms. Diller**

**FISCAL NOTE:** This Ordinance, if approved, will amend the Grants Budget by appropriating federal funds of \$991,978 from the U.S. Department of Housing and Urban Development (HUD) and \$75,000 in estimated program income to the FY2019 Home Investment Partnerships Program (HOME), which will be administered by the Department of Community Services.

HOME programs are funded from 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 to moderate income households in New Castle County – outside the cities of Wilmington and Newark. The current budget is to rehabilitate homes, which must be in full code compliance for funding, and for subgrantee programs that support housing, including loans.

These federal funds (\$991,978) and estimated program income (\$75,000) will fund the FY2019 Home Investment Partnerships Program (HOME) in the amount of \$1,066,978 as follows: HOME Administration FY2019 (\$106,698), HOME Investment Partnership Program Subgrantees and Home Rehab FY2019 (\$811,483), and Home Investment Partnership Program CHDO FY2019 (\$148,797) upon the adoption of this legislation. HOME Rehabilitation includes homeowner rehabilitation and funding for sub grantee

housing projects.

The fiscal impact of this Ordinance, if approved, will be an increase in the authorized spending authority of the Grants Budget of \$1,066,978 for FY2019, funded by HUD grant awards and estimated program income. This increase will affect FY2019, FY2020, FY2021 and FY2022, since the targeted program completion date for this grant is June 30, 2022. FY2018 funding was authorized in the amount of \$800,878. There is no discernible fiscal impact on the current operating budget.

**°18-060: TO AMEND SECTION 2.03.006 OF THE NEW CASTLE COUNTY CODE TO ESTABLISH PARITY AMONG ROW OFFICES FOR ASSESSMENT OF TECHNOLOGY FEES AND MAINTENANCE OF TECHNOLOGY ESCROW ACCOUNTS. Introduced by: Mr. Sheldon**

**FISCAL NOTE:** This Ordinance is projected to increase revenue by \$142,900.00 in Fiscal Year 2019, and \$428,600.00 in Fiscal Years 2020 and thereafter, based on: (1.) existing annual revenue of approximately \$3,000,000.00 attributable to existing closing costs of 1.75 percent of the net personal estates in the aggregate of \$171,428,571.43 for the current fiscal year, and (2.) a 14.29 percent increase of total closing costs from 1.75 percent to 2.00 percent.

**SUBSTITUTE NO. 1 TO °18-061: 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.

The proposed real property tax rates itemized in Sections 1 and 2 when applied to estimated taxable assessments and estimated quarterly additions (net of exemptions) are anticipated to yield approximately \$130,300,000. The one-time credit for Fiscal Year 2019 calculated in Section 3, however, reduces real property taxes by \$8.6 million. The combine effect of Sections 1-3 are anticipated to yield approximately \$121,700,000.

The proposed light district tax rates, as cited in Section 4, 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 5, 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.

**AMENDMENT NO. 1 TO °18-028: 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 Amendment, if adopted, will amend the Fiscal Year 2019 Recommended Operating Budget by increasing appropriations in the amount of \$919,481 to the Salaries and Wages Budget Line Item for the Department of Public Safety, Division of Police. The additional funding reflects an adjustment to the attrition rate from 5% to 2.5%. The revised Fiscal Year 2019 budgeted amount for the Department of Public Safety will be \$104,396,248.

The revised total Fiscal Year 2019 Recommended Operating Budget will be \$292,062,628.

This amendment has no explicit fiscal impact on future years since the Annual Operating Budget is legislated annually by County Council.

**°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:**

- **Discussion On Vacant Housing Monitions & Associated Costs**
- **Travel Request By County Auditor**
- **New Castle County Council Grant Requests/Community Events**
- **Expense & Revenue Round Table**
- **Comments by the County Executive Branch**
- **Other**

**V. PUBLIC COMMENT:**

**VI. ADJOURNMENT:**

**\*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.**

---

<sup>1</sup> Removed R18-084 as it was discussed in Land Use Committee meeting.