

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



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**NEW CASTLE COUNTY COUNCIL**  
**Administrative-Finance Committee**  
**October 9, 2018 – 1:30 p.m.**  
**8<sup>th</sup> Floor Council Conference Room**

**Revised**

**I. APPROVAL OF MINUTES:**

9/25/18 Administrative-Finance Committee Minutes

**II. RESOLUTIONS:**

**R18-160: AMEND THE FY 2019 CAPITAL PROGRAM: INCREASE APPROPRIATIONS AND BOND AUTHORIZATIONS BY \$8,000,000 FOR THE DEPARTMENT OF PUBLIC WORKS, CHRISTINA RIVER FORCE MAIN CAPITAL PROJECT Introduced by: Mr. Smiley, Mr. Cartier**

**FISCAL NOTE:** This Resolution, if adopted, will amend the FY 2019 Capital Program by appropriating \$8,000,000 of General Obligation Bond funding towards the Department of Public Works, Christina River Force Main Capital Project to facilitate necessary emergency repairs and the expanded scope to mitigate the risk of a bypass failure. The revised FY 2019 total capital budget amount for the Christina River Force Main Capital Project will be \$10,350,000.

A companion Ordinance authorizing the issuance of General Obligation Bonds to fund the Capital Budget must be adopted.

The revised FY 2019 New Castle County Capital Budget total will be \$56,252,765.

**R18-161: AUTHORIZING THE EXECUTION OF ONE PURCHASE ORDER CONTRACT FOR ARC OF DELAWARE FOR A PASS-THROUGH GRANT FOR THE DEPARTMENT OF COMMUNITY SERVICES IN THE AMOUNT OF \$80,000.00 Introduced by: Mr. Smiley, Mr. Cartier**

**FISCAL IMPACT:** This Resolution authorizes the execution of one purchase order contract totaling \$80,000.00. Funding is included in the FY2019 Approved Grants Budget.

**R18-162: 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 Introduced by: Mr. Smiley, Mr. Cartier**

**FISCAL IMPACT:** This Resolution authorizes the execution of one purchase order contract totaling \$30,000.00. Funding is included in the FY2019 Approved Operating Budget.

**R18-163: 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 \$20,000.00 Introduced by: Mr. Smiley, Mr. Cartier**

**FISCAL IMPACT:** This Resolution authorizes the execution of one purchase order contract totaling \$20,000.00. Funding is included in the FY2019 Approved Operating Budget.

**R18-164: AUTHORIZING THE EXECUTION OF ONE PURCHASE ORDER CONTRACT**

**FOR DOCUMENT TECHNOLOGY SYSTEMS FOR ANNUAL MAINTENANCE CONTRACT FOR RECORDER OF DEEDS TRAKRECORD SOFTWARE FOR THE OFFICE OF TECHNOLOGY AND ADMINISTRATIVE SERVICES IN THE AMOUNT OF \$53,000.00 Introduced by: Mr. Smiley, Mr. Cartier**

**FISCAL IMPACT:** This Resolution authorizes the execution of one purchase order contract totaling \$53,000.00. Funding is included in the FY2019 Approved Operating Budget.

**R18-165: AMEND THE FY2019 CAPITAL PROGRAM: APPROPRIATE \$71,700 FROM THE RECORDER OF DEEDS OFFICE TECHNOLOGY FEE ACCOUNT TO THE DEPARTMENT OF ADMINISTRATION, INFORMATION SYSTEMS EXPANSION II CAPITAL PROJECT Introduced by: Mr. Smiley, Mr. Cartier**

**FISCAL NOTE:** This Resolution, if adopted, will amend the FY2019 Capital Program by appropriating \$71,700 from the Recorder of Deeds Office Technology Fee Account toward the Department of Administration, Information Systems Expansion II Capital Project for the renewal of aerial photography software licenses from Pictometry International Corp.

The revised FY2019 total Capital Budget amount for the Information Systems Expansion II Capital Project will be \$3,571,700.

The revised FY2019 New Castle County Capital Budget grand total will be \$48,324,465.

There is no discernible impact on the current operating budget.

The appropriation of funding from the Recorder of Deeds Office Technology Fee Escrow Account is within the adopted Key Financial Policies.

**R18-166: AUTHORIZING THE COUNTY EXECUTIVE TO EXECUTE A FINANCING AGREEMENT WITH THE DELAWARE WATER POLLUTION CONTROL REVOLVING FUND, ACTING BY AND THROUGH THE DELAWARE DEPARTMENT OF NATURAL RESOURCES AND ENVIRONMENTAL CONTROL, IN AN AMOUNT NOT TO EXCEED \$8,000,000, TO FUND CHRISTINA RIVER FORCE MAIN EMERGENCY REPAIRS AND THE EXPANDED SCOPE TO MITIGATE THE RISK OF A BYPASS FAILURE; PROVIDING FOR THE PURCHASE OF THE BOND; AND AUTHORIZING THE EXECUTION OF VARIOUS DOCUMENTS IN CONNECTION THEREWITH Introduced by: Mr. Smiley, Mr. Cartier**

**FISCAL IMPACT:** This Resolution pledges the full faith, credit and taxing power of the County to the prompt payment of the principal of, premium, if any, and the interest on the Bond.

**R18-167: AMEND THE FY2019 CAPITAL PROGRAM: APPROPRIATE \$2,300 IN STATE OF DELAWARE, DEPARTMENT OF TRANSPORTATION (DELDOT) FUNDING TOWARDS THE DEPARTMENT OF PUBLIC WORKS, GENERAL PARKLAND IMPROVEMENTS CAPITAL PROJECT Introduced by: Mr. Sheldon, Mr. Powers**

**FISCAL NOTE:** This Resolution, if adopted, will amend the FY2019 Capital Program by appropriating \$2,300 in State of Delaware, Department of Transportation (DelDOT) funding towards the Department of Public Works, General Parkland Improvements Capital Project.

The Department of Public Works has received documentation certifying that the State of Delaware, Department of Transportation (DelDOT) has awarded New Castle County \$2,300 for the Powell Ford Park parking lot solar lighting project.

The revised FY2019 Capital Budget amount for the General Parkland Improvements Capital Project will be \$1,002,300.

The revised FY2019 New Castle County Capital Budget grand total will be \$48,255,065.

The appropriation of funding is within the adopted Key Financial Policies.

**R18-141: (STATUS: TABLED) AUTHORIZING THE EXECUTION OF ONE PURCHASE ORDER CONTRACT FOR DIAMOND STATE C-L-T, INC. FOR A PASS- THROUGH GRANT FOR**

**THE DEPARTMENT OF COMMUNITY SERVICES IN THE AMOUNT OF \$50,000.00. Introduced by: Mr. Smiley, Mr. Cartier**

### **III. ORDINANCES:**

**18-096: AUTHORIZING THE ISSUANCE OF \$8,000,000 IN GENERAL OBLIGATION BONDS OF NEW CASTLE COUNTY FOR THE DEPARTMENT OF PUBLIC WORKS, CHRISTINA RIVER FORCE MAIN CAPITAL PROJECT Introduced by: Mr. Smiley, Mr. Cartier**

**FISCAL NOTE:** This Ordinance, if approved, will authorize the issuance of \$8,000,000 of general obligation bond funds to provide the necessary funding for emergency repairs to the Christina River Force Main and the expanded scope to mitigate the risk of a bypass failure.

The fiscal impact of issuing County Bonds in the maximum aggregate principal amount of \$8,000,000 assuming a term of twenty (20) years with a constant principal, is demonstrated on the attached Exhibit "A."

**18-097: AMEND THE CAPITAL BUDGET: INCREASE APPROPRIATIONS \$8,000,000 FOR THE DEPARTMENT OF PUBLIC WORKS, CHRISTINA RIVER FORCE MAIN CAPITAL PROJECT Introduced by: Mr. Smiley, Mr. Cartier**

**FISCAL NOTE:** This Ordinance, if approved, will amend the FY 2019 Capital Budget by appropriating \$8,000,000 of General Obligation Bond funding towards the Department of Public Works, Christina River Force Main Capital Project to facilitate necessary emergency repairs and the expanded scope to mitigate the risk of a bypass failure. The revised FY 2019 total capital budget amount for the Christina River Force Main Capital Project will be \$10,350,000.

A companion Ordinance authorizing the issuance of General Obligation Bonds to fund the Capital Budget must be approved.

The revised FY 2019 New Castle County Capital Budget total will be \$56,252,765

**18-098: AMEND THE FY2019 CAPITAL BUDGET: APPROPRIATE \$71,700 FROM THE RECORDER OF DEEDS TECHNOLOGY FEE ACCOUNT TO THE DEPARTMENT OF ADMINISTRATION, INFORMATION SYSTEMS EXPANSION II CAPITAL PROJECT Introduced by: Mr. Smiley, Mr. Cartier**

**FISCAL NOTE:** This Ordinance, if approved, will amend the FY2019 Capital Budget by appropriating \$71,700 from the Recorder of Deeds Technology Fee Account to the Department of Administration, Information Systems Expansion II Capital Project.

The funding will be used for the renewal of aerial photography software licenses from Pictometry International Corp. to provide high resolution oblique imagery directly to New Castle County with additional licensing for non-police use.

The revised FY2019 Capital Budget amount for the Information Systems Expansion II Capital Project will be \$3,571,700.

The revised FY2019 New Castle County Capital Budget grand total will be \$48,324,465.

The appropriation of funding from the Recorder of Deeds Technology Fee Escrow Account is within the adopted Key Financial Policies

**18-099: AMEND THE FY2019 CAPITAL BUDGET: APPROPRIATE \$2,300 IN STATE OF DELAWARE, DEPARTMENT OF TRANSPORTATION (DELDOT) FUNDING TOWARDS THE DEPARTMENT OF PUBLIC WORKS, GENERAL PARKLAND IMPROVEMENTS CAPITAL PROJECT Introduced by: Mr. Sheldon, Mr. Powers**

**FISCAL NOTE:** This Ordinance, if approved, will amend the FY2019 Capital Budget by appropriating \$2,300 in State of Delaware, Department of Transportation (DelDOT) funding towards the Department of Public Works, General Parkland Improvements Capital Project for the Powell Ford Park parking lot solar lighting project. The revised FY2019 total capital budget amount for the General Parkland Improvements Capital Project will be \$1,002,300.

The revised FY2019 New Castle County Capital Budget total will be \$48,255,065.

**18-100: TO AMEND NEW CASTLE COUNTY CODE CHAPTER 26 (“HUMAN RESOURCES”) ARTICLE 3 (“OTHER POST-EMPLOYMENT BENEFITS TRUST FUND”) REGARDING ADMINISTRATIVE ISSUES Introduced by: Mr. Smiley, Mr. Cartier**

**FISCAL IMPACT:** There will be no discernable fiscal impact upon the adoption of this legislation.

**18-094: (STATUS: TABLED) TO AMEND NEW CASTLE COUNTY CODE CHAPTER 2 (“ADMINISTRATION”), ARTICLE 2 (“COUNTY COUNCIL”) TO REQUIRE PUBLIC ACCESS TO NEW CASTLE COUNTY COUNCIL MEETINGS BY WAY OF CERTAIN AUDIO AND VIDEO SYSTEMS Introduced by: Mr. Weiner**

**FISCAL IMPACT:** County Council may contract with a third party in order to implement the requirements of the Ordinance (if the requirements cannot be satisfied in-house). The final cost to implement the requirements of the Ordinance will be based on any RFI that may be necessary. However, on demand audio technology has already been implemented by Council (although, until now, this service has not been statutorily codified). The cost to provide this service is negligible. The cost to implement the other on demand and streaming audio and video technologies is to be determined.

**18-095 (STATUS: TABLED) TO AMEND NEW CASTLE COUNTY CODE CHAPTER 2 (“ADMINISTRATION”), ARTICLE 4 (“BOARDS, COMMITTEES AND COMMISSIONS”), DIVISION 2.04.000. (“GENERALLY”) TO REQUIRE CERTAIN NEW CASTLE COUNTY BOARDS TO PROVIDE PUBLIC ACCESS TO PUBLIC MEETINGS BY WAY OF CERTAIN AUDIO AND VIDEO SYSTEMS Introduced by: Mr. Weiner**

**FISCAL IMPACT:** The Board of Assessment Review, the Planning Board, the Board of Adjustment, and the Historic Review Board may contract with a third party in order to implement the requirements of the Ordinance (if the requirements cannot be satisfied in-house).

The final cost to implement the requirements of the Ordinance will be based on any RFI that may be necessary. Based on a preliminary assessment, the cost to implement on demand audio technology is estimated to be approximately \$2,500. The cost to implement the other on demand and streaming audio and video technologies is to be determined.

**IV. OTHER:**

- CFO Checkbook presentation/revenue update
- Discussion on Finance Meeting Start Time
- 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: October 2, 2018**  
**Revised AGENDA POSTED: October 4, 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.**

**\*\*Agenda was revised to correct a clerical error that omitted all sponsors of the legislation. Hyperlinks to the Resolutions were added as well.**