

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
June 26, 2018 – 1:30 p.m.
8th Floor Council Conference Room

AGENDA

I. APPROVAL OF MINUTES:

6/12/18 Administrative-Finance Committee Minutes

II. RESOLUTIONS:

R18-085: AUTHORIZING THE EXECUTION OF ONE PURCHASE ORDER CONTRACT FOR CORBIT CALLOWAY MEMORIAL LIBRARY FOR LIBRARY SERVICES FOR THE DEPARTMENT OF COMMUNITY SERVICES IN THE AMOUNT OF \$195,721.00. Introduced by: Mr. Bell, Mr. Smiley, Mr. Cartier

FISCAL NOTE: This Resolution authorizes the execution of one purchase order contract totaling \$195,721.00 to the Corbit Calloway Memorial Library to fund library operations.

R18-086: AUTHORIZING THE EXECUTION OF ONE PURCHASE ORDER CONTRACT FOR DELAWARE CITY PUBLIC LIBRARY FOR LIBRARY SERVICES FOR THE DEPARTMENT OF COMMUNITY SERVICES IN THE AMOUNT OF \$194,996.00. Introduced by: Mr. Bell, Mr. Smiley, Mr. Cartier

FISCAL NOTE: This Resolution authorizes the execution of one purchase order contract totaling \$194,996 to the Delaware City Public Library to fund library operations.

R18-087: AUTHORIZING THE EXECUTION OF ONE PURCHASE ORDER CONTRACT FOR NEW CASTLE PUBLIC LIBRARY FOR LIBRARY SERVICES FOR THE DEPARTMENT OF COMMUNITY SERVICES IN THE AMOUNT OF \$376,102.00. Introduced by: Mr. Bell, Mr. Smiley, Mr. Cartier

FISCAL NOTE: This Resolution authorizes the execution of one purchase order contract totaling \$376,102.00 to the New Castle Public Library to fund library operations.

R18-088: AUTHORIZING THE EXECUTION OF ONE PURCHASE ORDER CONTRACT FOR WILMINGTON INSTITUTE LIBRARY (MAIN AND NORTH BRANCH) FOR LIBRARY SERVICES FOR THE DEPARTMENT OF COMMUNITY SERVICE IN THE AMOUNT OF \$1,641,154.00. Introduced by: Mr. Hollins, Mr. Smiley, Mr. Cartier

FISCAL NOTE: This Resolution authorizes the execution of one purchase order contract totaling \$1,641,154.00 to the Wilmington Institute Library (Main and North Branch) to fund library operations.

R18-089: AUTHORIZING THE EXECUTION OF ONE BLANKET PURCHASE ORDER CONTRACT FOR DELAWARE HEALTH AND SOCIAL SERVICES, DIVISION OF PUBLIC HEALTH/OAW FOR DOG CONTROL SERVICES FOR THE DEPARTMENT OF PUBLIC SAFETY IN THE AMOUNT OF \$1,575,665.40. Introduced by: Mr. Smiley, Mr. Cartier

FISCAL NOTE: This Resolution authorizes the execution of one purchase order contract totaling \$1,575,665.40 for Delaware Health and Social Services, Division of Public Health/OAW for dog control services provided in New Castle County.

R18-090: AUTHORIZING THE EXECUTION OF ONE PURCHASE ORDER CONTRACT FOR RAVE WIRELESS, INC. FOR LICENSING ASSOCIATED WITH THE RAVE MOBILITY PANIC BUTTON FOR THE DEPARTMENT OF PUBLIC SAFETY IN THE AMOUNT OF \$200,000.00.

Introduced by: Mr. Smiley, Mr. Cartier

FISCAL NOTE: This Resolution authorizes the execution of one purchase order contract totaling \$200,000.00 for Rave Wireless, Inc. for the 4th year of the software licensing agreement for the Smart 911 Panic Button application.

R18-091: AUTHORIZING THE EXECUTION OF ONE PURCHASE ORDER CONTRACT FOR THE STATE OF DELAWARE DIVISION OF COMMUNICATIONS FOR YEARLY MAINTENANCE CONTRACT FOR VOLUNTEER FIRE SERVICE HIGH-BAND PAGING SYSTEM FOR THE DEPARTMENT OF PUBLIC SAFETY IN THE AMOUNT OF \$63,156.28. Introduced by: Mr. Smiley, Mr. Cartier

FISCAL NOTE: This Resolution authorizes the execution of one purchase order contract totaling \$63,156.28 for the State of Delaware Division of Communications for yearly maintenance cost directly associated with the high band volunteer fire service paging equipment housed in the State's 800 MHz radio shelters.

R18-092: AUTHORIZING THE EXECUTION OF ONE PURCHASE ORDER CONTRACT FOR CSG CONSULTANTS, INC. TO REVIEW AND ASSESS THE EXISTING PRACTICES OF THE CODE ENFORCEMENT UNIT FOR THE DEPARTMENT OF LAND USE IN THE AMOUNT OF \$27,500.00.

Introduced by: Mr. Smiley, Mr. Cartier

FISCAL NOTE: This Resolution authorizes the execution of one purchase order contract totaling \$27,500.00 for CSG Consultants, Inc. to review and assess the existing practices of the Department of Land Use Services, Code Enforcement Unit to determine if the present policies and practices align with industry best practices.

R18-093: AUTHORIZING THE EXECUTION OF ONE PURCHASE ORDER CONTRACT FOR WILMINGTON AREA PLANNING COUNCIL (WILMAPCO) TO FUND NEW CASTLE COUNTY'S SHARE OF THE WILMINGTON AREA PLANNING COUNCIL (WILMAPCO) FOR FY2019 FOR THE DEPARTMENT OF LAND USE IN THE AMOUNT OF \$31,500.00. Introduced by: Mr. Smiley, Mr. Cartier

FISCAL NOTE: This Resolution authorizes the execution of one purchase order contract totaling \$31,500.00 for Wilmington Area Planning Council (WILMAPCO) for New Castle County's share of the local match to WILMAPCO.

R18-094: AUTHORIZING THE EXECUTION OF ONE PURCHASE ORDER CONTRACT FOR N. HARRIS COMPUTER CORPORATION FOR RENEWAL OF ANNUAL SOFTWARE MAINTENANCE OF CASHIERING SOFTWARE FOR THE OFFICE OF TECHNOLOGY AND ADMINISTRATIVE SERVICES IN THE AMOUNT OF \$44,287.83. Introduced by: Mr. Smiley, Mr. Cartier

FISCAL NOTE: This resolution authorizes the execution of one purchase order contract totaling \$44,287.83 for N. Harris Computer Corporation for recurring maintenance contract for the critical system for Treasury/Cash Management.

R18-095: AUTHORIZING THE EXECUTION OF ONE PURCHASE ORDER CONTRACT FOR COGSDALE CORPORATION FOR THE RENEWAL OF ANNUAL COMPUTER SOFTWARE MAINTENANCE FOR THE OFFICE OF TECHNOLOGY AND ADMINISTRATIVE SERVICES IN THE AMOUNT OF \$220,135.36. Introduced by: Mr. Smiley, Mr. Cartier

FISCAL NOTE: This Resolution authorizes the execution of one purchase order contract totaling \$220,135.36 for Cogsdale Corporation to renew the annual maintenance and software license fee for accounting, asset management, budgeting, purchasing for TIER Performance Series to include professional services related to check transaction in TIER.

R18-096: AUTHORIZING THE EXECUTION OF ONE PURCHASE ORDER CONTRACT FOR MANATRON, INC. FOR ANNUAL SOFTWARE MAINTENANCE AND SUPPORT FOR THE SIGMA SYSTEMS FOR THE OFFICE OF TECHNOLOGY AND ADMINISTRATIVE SERVICES IN THE AMOUNT OF \$35,535.60. Introduced by: Mr. Smiley, Mr. Cartier

FISCAL NOTE: This Resolution authorizes the execution of one purchase order contract totaling \$35,535.60 for Manatron, Inc. to renew the annual maintenance and support for the Sigma Systems (Manatron) that assists with mass appraisal for the property valuation.

R18-098: AUTHORIZING THE NEW CASTLE COUNTY EXECUTIVE TO EXECUTE A GUARANTEE AGREEMENT FOR THE CONSTRUCTION OF AN INDOOR TENNIS FACILITY AT DELCASTLE PARK. Introduced by: Mr. Smiley

FISCAL NOTE: This Resolution authorizes the County Executive to execute the Guarantee Agreement necessary to allow Classic Tennis to borrow approximately \$2.86M to construct an indoor tennis facility on a portion of Delcastle Park. This resolution has no discernible fiscal impact.

R18-099: 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 \$1,703,000, TO FUND THE CONSTRUCTION OF IMPROVEMENTS TO SEWER CAPACITY IN THE AREA JUST SOUTH OF NEWARK; PROVIDING FOR THE PURCHASE OF THE BOND; AND AUTHORIZING THE EXECUTION OF VARIOUS DOCUMENTS IN CONNECTION THEREWITH. Introduced by: Ms. Diller, Mr. Tackett

FISCAL NOTE: 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.

III. ORDINANCES:

18-062: TO AMEND *NEW CASTLE COUNTY CODE* CHAPTER 14 (“FINANCE AND TAXATION”) REGARDING THE RECOUPMENT OF COLLECTION FEES FOR DELINQUENT TAXES AND SEWER SERVICE CHARGES. Introduced by: Ms. Diller

FISCAL NOTE: By substantially increasing the County's ability to take delinquent vacant properties to sheriff's sale through the monition process, this ordinance, if adopted, is projected to increase General Fund revenues by approximately \$450,000 annually beginning in Fiscal Year 2019. (The Fiscal Year 2019 Recommended Budget presented to County Council includes the revenue effects of this legislation.) The costs and fees set forth in the ordinance are intended to recoup the costs borne by the County and not to generate revenue.

°18-063: AMEND THE GRANTS BUDGET: APPROPRIATE FUNDING FROM NEW CASTLE COUNTY COUNCIL TO THE COMMUNITY OUTREACH PROGRAM GRANT, WHICH IS ADMINISTERED BY THE DEPARTMENT OF COMMUNITY SERVICES Introduced by: Mr. Street

FISCAL NOTE: This Ordinance, if approved, will amend the Grants Budget by appropriating \$11,000 in funding to the Community Outreach Program Grant, which is administered by the Department of Community Services. Partial funding for this program will be provided from the County Council - Grants and Fixed Charges Budget Line Item in the FY20 18 Approved Operating Budget. The Community Outreach Program targets underserved areas within New Castle County working with the community members to make positive change by engaging youth, enhancing existing programs, establishing new relationships and creating new initiatives. The fiscal impact of this Ordinance, if approved, will be an increase in the authorized spending authority of the Grants Budget by \$11,000. This increase will affect FY2018 and beyond since this program is ongoing, without an expiration date, until all funds have been expended.

°18-064: AMEND THE FY2018 APPROVED OPERATING BUDGET: REDUCE THE GRANTS AND FIXED CHARGES BUDGET LINE ITEM OF COUNTY COUNCIL TO PROVIDE FUNDING FOR THE COMMUNITY OUTREACH PROGRAM. Introduced by: Mr. Street

FISCAL NOTE: This Ordinance, if approved, will amend the FY2018 Approved Operating Budget by reducing the County Council -Grants and Fixed Charges Budget Line Item by \$11,000 and transferring those funds to the Community Outreach Program. There will be no net fiscal impact if this Ordinance and its companion Ordinance are approved. The resulting effect will be the transfer of \$11,000 of FY2018 Approved Operating Budget spending authority to the Grants Budget. There is no fiscal impact beyond FY20 18.

°18-065: AMEND THE GRANTS BUDGET: APPROPRIATE \$164,300 IN ANTICIPATED STATE OF DELAWARE GRANT-IN-AID FUNDS TO THE ABSALOM JONES SENIOR CENTER 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 \$164,300 in anticipated State of Delaware Grant-In-Aid funds to the Absalom Jones Senior Center FY2019 for the period July 1, 2018 through June 30,2019, which will be administered by the Department of Community Services. 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. This increase will affect FY20 19 since the targeted program completion date for this grant is June 30, 2019. There is no fiscal impact anticipated beyond FY2019. FY2018 funding was authorized in the amount of\$164,300.

°18-066: AMEND THE GRANTS BUDGET: APPROPRIATE \$200,125.54 IN ACTUAL PROGRAM INCOME TO THE HOME INVESTMENT PARTNERSHIP PROGRAM (HOME) FY2015 GRANT TO BE ADMINISTERED BY THE NEW CASTLE COUNTY DEPARTMENT OF COMMUNITY SERVICES. Introduced by: Mr. Hollins, Ms. Diller

FISCAL NOTE: This Ordinance, if approved, will amend the Grants Budget by appropriating \$200,125.54 in actual program income to the Home Investment Partnership (HOME) FY2015 Grant, for housing rehabilitation, acquisition and administration of the program. Families served are in low to moderate income level in New Castle County- outside of Wilmington or Newark. This program is administered by the New Castle County Department of Community Services. The fiscal impact of this Ordinance, if approved, will be an increase in the authorized spending authority of the Grants Budget by \$200,125.54. This increase will affect FY2018 through FY2023 since the targeted program completion date for this grant is September 30, 2022.

IV. OTHER:

- CFO Checkbook Presentation
- 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: June 19, 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.**