

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  
July 10, 2018 – 1:30 p.m.  
8<sup>th</sup> Floor Council Conference Room

## **AGENDA**

### **I. APPROVAL OF MINUTES:**

6/26/18 Administrative-Finance Committee meeting minutes

### **II. RESOLUTIONS:**

**R18-100: AUTHORIZING THE EXECUTION OF ONE PURCHASE ORDER CONTRACT FOR HABITAT FOR HUMANITY OF NEW CASTLE COUNTY, INC. FOR A PASS-THROUGH GRANT FOR THE DEPARTMENT OF COMMUNITY SERVICES IN THE AMOUNT OF \$250,000.00. Introduced by: Mr. Smiley, Mr. Cartier**

**FISCAL NOTE:** This Resolution authorizes the execution of one purchase order contract totaling \$250,000.00. Funding is included in the FY2019 Approved Grant Budget.

**R18-101: AUTHORIZING THE EXECUTION OF ONE PURCHASE ORDER CONTRACT FOR IRON MOUNTAIN RECORDS MANAGEMENT, INC. FOR RECORDS STORAGE FOR THE OFFICE OF TECHNOLOGY AND ADMINISTRATIVE SERVICES IN THE AMOUNT OF \$45,000.00. Introduced by: Mr. Smiley, Mr. Cartier**

**FISCAL NOTE:** This Resolution authorizes the execution of one purchase order contract totaling \$45,000.00. Funding is included in the FY2019 Approved Operating Budget.

**R18-102: AUTHORIZING THE EXECUTION OF ONE PURCHASE ORDER CONTRACT FOR NEW CASTLE CONSERVATION DISTRICT FOR PAYMENT OF ANNUAL APPROPRIATIONS FOR THE DEPARTMENT OF PUBLIC WORKS IN THE AMOUNT OF \$75,000.00. Introduced by: Mr. Smiley, Mr. Cartier**

**FISCAL NOTE:** This Resolution authorizes the execution of one purchase order contract totaling \$75,000.00. Funding is included in the FY2019 Approved Operating Budget.

**R18-103: AUTHORIZING THE EXECUTION OF ONE PURCHASE ORDER CONTRACT FOR ONE CALL CONCEPTS, INC. FOR UTILITY LOCATION REQUESTS FOR THE DEPARTMENT OF PUBLIC WORKS IN THE AMOUNT OF \$37,000.00. Introduced by: Mr. Smiley, Mr. Cartier**

**FISCAL NOTE:** This Resolution authorizes the execution of one purchase order contract totaling \$37,000.00. Funding is included in the FY2019 Approved Operating Budget.

**R18-104: 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 \$835,000, TO FUND THE RETROFIT OF THE MORNINGSIDE, HUNTERS RIDGE AND PERCH CREEK STORMWATER BASINS; PROVIDING FOR THE PURCHASE OF THE BOND; AND AUTHORIZING THE EXECUTION OF VARIOUS DOCUMENTS IN CONNECTION THEREWITH. Introduced by: Mr. Sheldon, Mr. Powers**

**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:**

**18-071: TO AMEND *NEW CASTLE COUNTY CODE* CHAPTER 14 (“FINANCE AND TAXATION”) TO IMPLEMENT A NEW CASTLE COUNTY ACCOMMODATION TAX FOR HOTEL, MOTEL, AND TOURIST HOME STAYS. Introduced by: Mr. Smiley, Mr. Cartier, Mr. Sheldon**

**FISCAL NOTE:** This Ordinance is expected to increase General Fund revenues by the following amounts:

FY 2019:	\$2.4 million (partial year)
FY 2020:	\$3.1 million
FY 2021:	\$3.2 million

**18-072: AMEND THE GRANTS BUDGET: APPROPRIATE FUNDING FROM NEW CASTLE COUNTY COUNCIL TO THE SENIOR HOME REPAIR PROGRAM GRANT, WHICH IS ADMINISTERED BY THE DEPARTMENT OF COMMUNITY SERVICES. Introduced by: Mr. Tackett**

**FISCAL NOTE:** This Ordinance, if approved, will amend the Grants Budget by appropriating \$4,600 in funding to the Senior Home Repair 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 FY2018 Approved Operating Budget.

The Senior Home Repair Program Grant is designed to provide minor housing repair assistance to eligible senior homeowners age 60 and older, who own and reside in their home as their primary residence, have assets under the asset limit and have homeowners insurance. The maximum grant amount is \$2,500. The home must be located in New Castle County, outside the boundaries of Wilmington and Newark. There are currently over 170 seniors on the waiting list for this program. Funding for the program is from the Community Development Block Grant Program.

The fiscal impact of this Ordinance, if approved, will be an increase in the authorized spending authority of the Grants Budget by \$4,600. This increase will affect FY2018 and beyond since this program is ongoing, without an expiration date, until all funds have been expended.

**18-073: AMEND THE FY2018 APPROVED OPERATING BUDGET: REDUCE THE GRANTS AND FIXED CHARGES BUDGET LINE ITEM OF COUNTY COUNCIL TO PROVIDE FUNDING FOR THE SENIOR HOME REPAIR PROGRAM GRANT. Introduced by: Mr. Tackett**

**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 \$4,600 and transferring those funds to the Senior Home Repair Program Grant.

There will be no net fiscal impact if this Ordinance and its companion Ordinance are approved. The resulting effect will be the transfer of \$4,600 of FY2018 Approved Operating Budget spending authority to the Grants Budget. There is no fiscal impact beyond FY2018.

**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: July 3, 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.**