



NEW CASTLE COUNTY COUNCIL ADMINISTRATIVE-FINANCE COMMITTEE MEETING

Co-Chair George Smiley, Seventh District
Co-Chair John Cartier, Eighth District

August 29, 2023
4:00 PM

VIRTUAL ZOOM WEBINAR MEETING** &
LOUIS L. REDDING CITY/COUNTY BUILDING
1ST FLOOR COUNCIL CHAMBERS
800 N. FRENCH STREET, WILMINGTON, DE 19801

MINUTES

A. Call To Order/Roll Call

-The meeting was called to order at 04:20 PM by Co-Chair Smiley.
-Council members present were: Mr. Bell, Mr. Carter, Mr. Cartier, Ms. Durham, Ms. George, Ms. Hartley-Nagle, Mr. Hollins, Ms. Kilpatrick, Mr. Sheldon, Mr. Street, Mr. Tackett and Mr. Toole.

B. Approval of Minutes - July 25, 2023

- Motion by Ms. George, seconded by Mr. Bell to approve the minutes from the July 25, 2023 Administrative-Finance Committee Meeting. The minutes were approved as provided.

C. Review/Discussion of Resolution(s)

R23-147: AUTHORIZING THE EXECUTION OF A GRANT AGREEMENT WITH PLANNED PARENTHOOD OF DELAWARE, INC. TO MITIGATE FINANCIAL HARDSHIP DURING THE COVID-19 PANDEMIC FOR THE DEPARTMENT OF ADMINISTRATION, OFFICE OF FINANCE IN THE AMOUNT OF \$55,000.00 Introduced by: Ms. Durham, Mr. Smiley

-Mr. Smiley read the title of the Resolution into the record.

-Ms. Durham explained the Resolution.

-No discussion or questions from Council or the Public.

R23-148: AUTHORIZING THE EXECUTION OF A SUBAWARD AGREEMENT WITH THE LATIN AMERICAN COMMUNITY CENTER, INC. TO PARTIALLY FUND THE CONVERSION OF A PROPERTY INTO AN EARLY LEARNING CENTER FOR THE DEPARTMENT OF ADMINISTRATION, OFFICE OF FINANCE IN THE AMOUNT OF \$500,000.00 Introduced by: Mr. Smiley, Mr. Street

-Mr. Smiley read the title of the Resolution into the record and explained it.

-Mr. Street commented on the Resolution.

-No discussion or questions from Council or the Public.

R23-149: AUTHORIZING THE EXECUTION OF ONE PURCHASE ORDER CONTRACT WITH BFLY OPERATIONS, INC. FOR ULTRASOUND PROBES AND SUBSCRIPTION SERVICES FOR THE DEPARTMENT OF PUBLIC SAFETY, DIVISION OF EMERGENCY MEDICAL SERVICES IN THE AMOUNT OF \$66,210.00 Introduced by: Mr. Smiley, Mr. Cartier

- Mr. Smiley read the title of the Resolution into the record and explained the Resolution.
- No discussion or questions from Council or the Public.

R23-150: AUTHORIZING THE EXECUTION OF ONE CONTRACT WITH FAMILY PROMISE OF NORTHERN NEW CASTLE COUNTY TO OPERATE THE RAPID RE-HOUSING PROGRAM FOR THE DEPARTMENT OF COMMUNITY SERVICES, DIVISION OF COMMUNITY DEVELOPMENT AND HOUSING IN THE AMOUNT OF \$116,560.00 Introduced by: Mr. Smiley, Mr. Cartier

- Mr. Smiley read the title of the Resolution into the record and explained the Resolution.
- No discussion or questions from Council or the Public.

R23-151: AUTHORIZING THE EXECUTION OF A GRANT AGREEMENT WITH HUMANE ANIMAL PARTNERS TO MITIGATE FINANCIAL HARDSHIP DURING THE COVID-19 PANDEMIC FOR THE DEPARTMENT OF ADMINISTRATION, OFFICE OF FINANCE IN THE AMOUNT OF \$150,000.00 Introduced by: Mr. Smiley, Mr. Cartier

- Mr. Smiley read the title of the Resolution into the record and explained the Resolution.
- No discussion or questions from Council or the Public.

R23-152: AUTHORIZING THE EXECUTION OF A GRANT AGREEMENT WITH FORGOTTEN CATS, INC. TO MITIGATE FINANCIAL HARDSHIP DURING THE COVID-19 PANDEMIC FOR THE DEPARTMENT OF ADMINISTRATION, OFFICE OF FINANCE IN THE AMOUNT OF \$51,608.00 Introduced by: Mr. Smiley, Mr. Cartier

- Mr. Smiley read the title of the Resolution into the record and explained the Resolution.
- No discussion or questions from Council or the Public.

R23-153: AUTHORIZING THE EXECUTION OF A GRANT AGREEMENT WITH FAITHFUL FRIENDS, INC. TO MITIGATE FINANCIAL HARDSHIP DURING THE COVID-19 PANDEMIC FOR THE DEPARTMENT OF ADMINISTRATION, OFFICE OF FINANCE IN THE AMOUNT OF \$150,000.00 Introduced by: Mr. Smiley, Mr. Cartier

- Mr. Smiley read the title of the Resolution into the record and explained the Resolution.
- No discussion or questions from Council or the Public.

R23-154: AUTHORIZING THE EXECUTION OF A GRANT AGREEMENT WITH THE DELAWARE CENTER FOR CONTEMPORARY ART, INC. TO MITIGATE FINANCIAL HARDSHIP DURING THE COVID-19 PANDEMIC FOR THE DEPARTMENT OF ADMINISTRATION, OFFICE OF FINANCE IN THE AMOUNT OF \$100,000.00 Introduced by: Mr. Smiley, Mr. Cartier

- Mr. Smiley read the title of the Resolution into the record and explained the Resolution.
- No discussion or questions from Council or the Public.

R23-155: AUTHORIZING THE EXECUTION OF A SUBAWARD AGREEMENT WITH GOOD NEIGHBORS, INC. TO ASSIST WITH DEVELOPMENT OF AFFORDABLE HOUSING FOR THE DEPARTMENT OF ADMINISTRATION, OFFICE OF FINANCE IN THE AMOUNT OF \$90,000.00 Introduced by: Ms. George, Mr. Smiley, Ms. Kilpatrick, Ms. Durham, Mr. Tackett

- Mr. Smiley read the title of the Resolution into the record and explained the Resolution.
- No discussion or questions from Council or the Public.

R23-156: AUTHORIZING THE COUNTY EXECUTIVE TO SIGN THE AMENDED DELAWARE PUBLIC EMPLOYEES COUNCIL 81, AFSCME (AMERICAN FEDERATION OF STATE, COUNTY AND MUNICIPAL EMPLOYEES) (AFL-CIO), AND ITS AFFILIATE LOCAL 3911, COLLECTIVE BARGAINING AGREEMENT Introduced by: Ms. Hartley-Nagle

- Mr. Smiley read the title of the Resolution into the record.
- Ms. Hartley-Nagle stated per title.
- No discussion or questions from Council or the Public.

R23-157: AUTHORIZING THE COUNTY EXECUTIVE TO SIGN THE COLLECTIVE BARGAINING AGREEMENT WITH THE INTERNATIONAL BROTHERHOOD OF ELECTRICAL WORKERS, LOCAL 2270, REPRESENTING NEW CASTLE COUNTY SCHOOL CROSSING GUARDS Introduced by: Ms. Hartley-Nagle

- Mr. Smiley read the title of the Resolution into the record.
- Ms. Hartley-Nagle stated per title.
- No discussion or questions from Council or the Public.

D. Review/Discussion of Ordinance(s)

°23-096: TO AMEND THE PAY PLAN AND RATES OF PAY FOR CLASSIFIED SERVICE EMPLOYEES REPRESENTED BY THE DELAWARE PUBLIC EMPLOYEES COUNCIL 81, AFSCME, AFL-CIO, AFFILIATE LOCAL 1607 AND ADOPT THE REVISED CLASS SPECIFICATION FOR STOREKEEPER Introduced by: Ms. Hartley-Nagle

- Mr. Smiley read the title of the Ordinance into the record.
- Ms. Hartley-Nagle stated per title.
- No discussion or questions from Council or the Public.

°23-097: TO REVISE THE CLASS SPECIFICATION OF PUBLIC WORKS PROJECT MANAGER TO FACILITIES PROJECT MANAGER AND AMEND THE PAY PLAN AND RATES OF PAY FOR NON-UNION CLASSIFIED SERVICE EMPLOYEES FOR THE DEPARTMENT OF PUBLIC WORKS Introduced by: Ms. Hartley-Nagle

- Mr. Smiley read the title of the Ordinance into the record.
- Ms. Hartley-Nagle stated per title.
- No discussion or questions from Council or the Public.

°23-098: TO AMEND THE PAY PLAN AND RATES OF PAY FOR CLASSIFIED SERVICE EMPLOYEES REPRESENTED BY THE DELAWARE PUBLIC EMPLOYEES COUNCIL 81, AFSCME, AFL-CIO, AFFILIATE LOCAL 1607 AND TO ADOPT THE CLASS SPECIFICATIONS FOR THE POSITION TITLES OF ENVIRONMENTAL PROGRAM MANAGER I, ENVIRONMENTAL PROGRAM MANAGER II AND ENVIRONMENTAL PROGRAM MANAGER III Introduced by: Ms. Hartley-Nagle

- Mr. Smiley read the title of the Ordinance into the record.
- Ms. Hartley-Nagle stated per title.
- No discussion or questions from Council or the Public.

°23-100: AMEND THE GRANTS BUDGET: APPROPRIATE \$748,853 TO THE CONTRACTED POLICE DUTY REVOLVING FUND, WHICH IS ADMINISTERED BY THE DEPARTMENT OF PUBLIC SAFETY, DIVISION OF POLICE Introduced by: Mr. Bell, Ms. Hartley-Nagle

- Mr. Smiley read the title of the Ordinance into the record.
- Mr. Bell stated per title.
- No discussion or questions from Council or the Public.

°23-101: TO AMEND *NEW CASTLE COUNTY CODE* CHAPTER 6 ("BUILDING CODE"), CHAPTER 13 ("STORMWATER MAINTENANCE DISTRICTS"), AND CHAPTER 14 ("FINANCE AND TAXATION") REGARDING BILLING AND COLLECTION OF STORMWATER MAINTENANCE FEES AND THE REFUND OF CODE ENFORCEMENT FEES PAID THROUGH ERROR Introduced by: Ms. Kilpatrick, Mr. Sheldon

- Mr. Smiley read the title of the Ordinance into the record.
- Ms. Kilpatrick explained the Ordinance in detail.
- No discussion or questions from Council or the Public.

°23-102 - AMEND THE FY2024 APPROVED OPERATING BUDGET: TRANSFER FUNDS FROM THE GRANTS AND FIXED CHARGES BUDGET LINE ITEM OF COUNTY COUNCIL TO THE SALARIES AND WAGES, EMPLOYEE BENEFITS AND MATERIALS AND SUPPLIES BUDGET LINE ITEMS FOR THE DEPARTMENT OF PUBLIC SAFETY, DIVISION OF EMERGENCY COMMUNICATIONS AND TO THE CONTRACTUAL SERVICES BUDGET LINE ITEM FOR THE DEPARTMENT OF COMMUNITY SERVICES, DIVISION OF COMMUNITY DEVELOPMENT AND HOUSING Introduced by: Mr. Smiley

- Mr. Smiley read the title of the Ordinance into the record and explained the Ordinance in detail.
- No discussion or questions from Council or the Public.

°23-103: TO AMEND NEW CASTLE COUNTY CODE CHAPTER 26 ("HUMAN RESOURCES"), ARTICLE 3 ("MERIT SYSTEM"), SECTION 26.03.910 ("RETIREE HEALTH CARE INSURANCE") Introduced by: Mr. Smiley, Mr. Cartier

-Mr. Smiley read the title of the Ordinance into the record and explained the Ordinance in detail.

-No discussion or questions from Council or the Public.

°23-105: TO AMEND NEW CASTLE COUNTY CODE CHAPTER 13 ("STORMWATER MAINTENANCE DISTRICTS") REGARDING STORMWATER MAINTENANCE AND WHISPERING WOODS COMMUNITY Introduced by: Mr. Carter

-Mr. Smiley read the title of the Ordinance into the record.

-Mr. Carter explained the Ordinance.

-No discussion or questions from Council or the Public.

°23-088: TO AMEND NEW CASTLE COUNTY CODE CHAPTER 26 ("HUMAN RESOURCES") ARTICLE 3 ("MERIT SYSTEM"), SECTION 26.03.206 ("DEFERRED COMPENSATION PLAN") REGARDING PERSONAL LOANS FROM PLAN Introduced by: Mr. Smiley

-Mr. Smiley read the title of the Ordinance into the record and explained the Ordinance.

-No discussion or questions from Council or the Public.

E. New Castle County Grant Requests/Community Events

-8/29/23 Grant Matrix

Grant Applicant	Sponsor	Amount Approved	Council Member First/Second	Vote
Delaware Juneteenth Association	Hartley-Nagle	\$2,500	Hartley-Nagle/Kilpatrick	12 - Yes 1 - Not Voting
Delaware Urban Greens, Inc.	Hollins	2,500	Hollins/Kilpatrick	12 - Yes 1 - Not Voting
Neighborhood House, Inc.	Hollins	2,500	Hollins/Sheldon	12 - Yes 1 - Not Voting
Mt. Joy United Methodist Church	Hartley-Nagle	1,200	Hartley-Nagle/Tackett	12 - Yes 1 - Not Voting
I Am My Sisters Keeper	Street	10,000	Street/Tackett	12 - Yes 1 - Not Voting

Mr. Smiley asked members of Council and their staff to please review the grants before submitting them. There have been several grants turned in with some of the information missing. He suggested having a check list to see if everything is there before turning them into the Clerk of Council.

F. Expense and Revenue Round Table

- Checkbook Update - Michael Smith, CFO

-Mr. Smith, Chief Financial Officer, presented an unaudited copy of the checkbook. He explained the report in detail.

-Mr. Sheldon and Mr. Tackett commented.

-No Public Comment.

-ARPA Update - Aundrea Almond, Chief of Staff

-Aundrea Almond, Chief of Staff, presented to Council an ARPA update. This update provided project updates and Non-Profit Grant Updates.

-Mr. Tackett and Mr. Toole made comments.

-Mr. Jay Muhukamatchi explained his program.

G. Other

-Discussion regarding Delaware Center for Homeless Veterans

- Mr. Smiley stated that he has never and will never deny anyone placing an item on an agenda that he is chairing.
- He stated his concern about placing discussion regarding the Delaware Center for Homeless Veterans and the Hope Center on the agenda as this Council is not part of this legal battle.
- Ms. Hartey-Nagle, Mr. Hollins, Mr. Smiley and Mr. Street voiced their concerns.
- Ms. Carrie Casey, General Manager, Community Services, provided the facts of the findings.
- No additional Public Comment.

Ms. Durham made a motion, seconded by Mr. Cartier to change the telecommuting schedule of her Legislative Assistant to work in the Office Monday and Tuesday; telecommuting Wednesday, Thursday and Friday.

H. Public Comment

-None

I. Adjournment

Motion by Mr. Cartier, **seconded** by Mr. Tackett to adjourn the Administrative-Finance Committee Meeting. The motion was approved and the meeting was adjourned at 05:27 PM.

Respectfully submitted by Christine Roberts, Legislative Assistant to Mr. Smiley, Co-Chair of the Finance Committee. The meeting was also recorded and is available online.