



NEW CASTLE COUNTY COUNCIL EXECUTIVE COMMITTEE MEETING

Co-Chairs: Penrose Hollins, Fourth District
George Smiley, Seventh District

November 14, 2023
2:00 PM

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

AGENDA

A. Meeting Call to Order/Roll Call

B. Approval of Executive Committee Meeting Minutes 2/28/2023

C. Review/Discussion of Resolution(s)

R23-197: TO AMEND NEW CASTLE COUNTY COUNCIL PROCEDURAL RULE NO. 2.4 ("CHANGES TO LEGISLATION") REGARDING ORDERLY CONSIDERATION OF AMENDMENTS TO LEGISLATION Introduced by: Mr. Smiley

R23-198: TO AMEND NEW CASTLE COUNTY COUNCIL PROCEDURAL RULE NO. 3 ("SPONSORSHIP AND MANAGEMENT OF LEGISLATION") REGARDING MANAGEMENT OF LEGISLATION Introduced by: Mr. Smiley

R23-199: TO AMEND NEW CASTLE COUNTY COUNCIL PROCEDURAL RULE NO. 4 RELATING TO BOARD AND COMMISSION APPOINTMENTS Introduced by: Mr. Hollins

R23-200: TO AMEND NEW CASTLE COUNTY COUNCIL PROCEDURAL RULE NO. 2 REGARDING CONSIDERATION OF LEGISLATION Introduced by: Ms. Kilpatrick, Mr. Tackett

D. Other

Hiring of Associate Auditor

Discussion of County Council group photo

E. Public Comment

F. Adjournment

AGENDA POSTED: 11/07/2023

*The agenda is posted (7) seven days in advance of the scheduled meeting in compliance with 29 *Del. C.* Section 10004(e)(2). The meeting may go into Executive Session to address issues that arise at the time of the meeting.

**Under Title 29, Section 10006A of the Delaware Code, New Castle County Council is holding this meeting as a telephone and video conference, utilizing  Webinar. In addition, this meeting is open to the public in Council Chambers (800 N. French Street, Wilmington, DE 19801). The link to join the meeting via computer, smart device, or smart phone is : <https://zoom.us/j/377322142> You may also call into the meeting (audio) using the following call in numbers: 1-312-626-6799 or +1-646-558-8656 or +1-346-248-7799 or +1-669-900-9128 or +1-253-215-8782 or +1-301-715-8592. Then enter the Webinar ID: 377 322 142. If you do not have a good connection with one, please try the others. Additional information regarding phone functionality during the meeting is available at: <https://support.zoom.us/hc/en-us/articles/360029527911-Live-Training-Webinars>

Meeting materials, including a meeting agenda, legislation to be addressed during the meeting, and other materials related to the meeting are electronically accessible at <https://www.nccde.org/2351/Agendas-and-Minutes> Members of the public joining the meeting may be provided an opportunity to make comments in real time. A comment period will be administered by a moderator to ensure everyone may have an opportunity to comment.

If permitted to comment, you will not be able to speak until called upon by the moderator. For those appearing virtually, there are functions in the program that allow you to do this. Please see the link in the previous paragraph.

Finally, if you would like to submit comments or questions on legislation that will be considered during the meeting, please send them to: NiQue.Traylor@newcastlede.gov. All comments should be given by 1:30 p.m. on 11/14/2023.

RESOLUTION NO. 23-197

**TO AMEND NEW CASTLE COUNTY COUNCIL
PROCEDURAL RULE NO. 2.4 (“CHANGES TO LEGISLATION”) REGARDING
ORDERLY CONSIDERATION OF AMENDMENTS TO LEGISLATION**

1 **WHEREAS**, from time to time, it becomes necessary to update and amend New
2 Castle County Council’s Procedural Rules; and
3

4 **WHEREAS**, like many legislative bodies, County Council has the authority to
5 adopt its own internal rules of procedure outlining the process to be followed (see
6 *Delaware Code* Title 9, Section 1150); and
7

8 **WHEREAS**, the authority granted by the General Assembly to County Council
9 applies broadly; and
10

11 **WHEREAS**, County Council Rules provide no guidance as to the process to follow
12 when competing amendments to a piece of legislation are before Council for its
13 consideration; and
14

15 **WHEREAS**, other jurisdictions have enacted orderly rules to be followed in such
16 circumstances, and it would be wise for Council to adopt similar rules; and
17

18 **WHEREAS**, County Council has deemed it necessary to amend its
19 Procedural Rules regarding the process applicable to proposed amendments to
20 legislation to ensure that the amendments are considered by Council in an orderly
21 sequence and in a predictable manner; and
22

23 **WHEREAS**, a clear procedure for amendment of legislation will ensure a well-
24 structured and deliberate process, which is for the ultimate benefit of New Castle
25 County and its residents.
26

27 **NOW, THEREFORE, BE IT RESOLVED** by and for the County Council of New
28 Castle County that County Council hereby amends County Council Procedural Rule
29 No. 2.4 (“Changes to Legislation”) by adding the material that is underscored and
30 deleting the material that is stricken, as set forth below.
31

32 **2.4. Changes to legislation...**
33

34 **2.4.2. Floor Amendments.** Floor amendments (second and yay/nay or roll call vote
35 required) to amend existing legislation may be sponsored/moved brought before
36 Council by any Council ~~m~~Member ~~at any time~~ before final action is taken on the
37 legislation, subject to Rule 2.4.2.1. The moving Council member shall briefly
38 summarize the floor amendment prior to vote. Appendix 4 (sample floor
39 amendment).
40
41

2.4.2.1. Proposed known floor amendments shall be submitted via electronic mail to the Clerk of Council consistent with all deadlines established elsewhere in Council Rules, including Rule 2.4.2.3. Upon receipt of each proposed known floor amendment and as proof of submission, the Clerk will contemporaneously assign a number to each proposed amendment in the order in which the Clerk received the floor amendment (for ex., Floor Amendment No. 1 for the first received, Floor Amendment No. 2 for the second received, etc.), which shall thereafter reflect the amendment number.

The proposed known floor amendments shall then be considered by Council in the numerical sequence assigned by the Clerk to the proposed floor amendments. Unless a Council Member is amenable to cede their numerical position or withdraw a proposed floor amendment, there shall be no deviation from the assigned order. Moreover, proposed amendments that were not previously known and are raised on the floor of Council during debate are to be recognized and to proceed in the order in which they were raised after Council has considered all previously submitted known floor amendments.

2.4.2.1.2 Unless withdrawn, Each proposed floor amendment shall be considered and voted upon before the vote on the underlying proposed ordinance. If the a floor amendment is adopted, the sponsor of the original legislation shall either move to have the legislation, as amended, read by title only with amendment 1, 2 and/or 3, etc. and placed before Council for consideration (second and yay/nay or roll call vote required), or withdraw the original legislation.

2.4.2.2.3 ...

2.4.2.3.4

2.4.2.4.5

2.4.2.5.6

Adopted by County Council of
New Castle County on:

Karen Hartley-Nagle
President of County Council
of New Castle County

SYNOPSIS: The proposed revisions to New Castle County Council Procedural Rule 2.4 provide for an orderly and predictable process for the consideration of proposed floor amendments to legislation, as found in other jurisdictions including the Delaware House of Representatives.

FISCAL NOTE: There is no discernible fiscal impact with the adoption of this legislation.

RESOLUTION NO. 23-198

**TO AMEND NEW CASTLE COUNTY COUNCIL PROCEDURAL RULE NO. 3
("SPONSORSHIP AND MANAGEMENT OF LEGISLATION")
REGARDING MANAGEMENT OF LEGISLATION**

WHEREAS, from time to time, it becomes necessary to update and revise New Castle County Council's Procedural Rules; and

WHEREAS, like many legislative bodies, County Council has the authority to adopt its own internal rules of procedure outlining the process to be followed (see *Delaware Code* Title 9, Section 1150); and

WHEREAS, the authority granted by the General Assembly to County Council applies broadly; and

WHEREAS, Council Rules pertaining to when a Council member is absent from a Council meeting but would like the legislation to proceed without delay need to be clarified; and

WHEREAS, other jurisdictions have established precise and orderly rules to be followed in such circumstances; and

WHEREAS, County Council has deemed it necessary to amend its Procedural Rules regarding the process to be followed when the prime sponsor of legislation is absent to ensure that the process plays out in an orderly and predictable manner; and

WHEREAS, a clearly defined procedure will lead to a structured and deliberate process, which is to the benefit of New Castle County and its residents.

NOW, THEREFORE, BE IT RESOLVED by and for the County Council of New Castle County that County Council hereby amends County Council Procedural Rule No. 3.1 ("Sponsorship") by adding the material that is underscored and deleting the material that is stricken, as set forth below.

RULE NO. 3. SPONSORSHIP AND MANAGEMENT OF LEGISLATION.

3.1. Sponsorship.

3.1.1. The prime sponsor floor manages the legislation and is the only Council member who can introduce, table, lift from the table, substitute, and/or withdraw the legislation. ~~Notwithstanding the foregoing, in the absence of the sponsor, any co-sponsor can introduce, table, lift from the table, or place legislation before Council for consideration.~~

42 In the absence of the prime sponsor, legislation shall be floor managed by a
43 co-prime sponsor or a Member designated in writing (electronic mail is
44 sufficient) by the prime sponsor to the Council President and the Clerk. In
45 the absence of the prime sponsor or any co-prime sponsor and there being
46 no Member designated to floor manage the legislation by the prime sponsor,
47 then the legislation will be laid on the table or postponed to a date certain.

Adopted by County Council of
New Castle County on:

Karen Hartley-Nagle
President of County Council
of New Castle County

SYNOPSIS: This proposed revision to New Castle County Council Procedural Rule 3.1 provides for an orderly and predictable process for the consideration of legislation when the prime sponsor is absent from a Council meeting, but wants to ensure that Council is able to consider the legislation without delay. The proposed rule changes are similar to the process found in other jurisdictions.

FISCAL NOTE: There is no discernible fiscal impact with the adoption of this resolution.

RESOLUTION NO. 23-199

**TO AMEND NEW CASTLE COUNTY COUNCIL
PROCEDURAL RULE NO. 4 RELATING TO
BOARD AND COMMISSION APPOINTMENTS**

1 **WHEREAS**, from time to time, it becomes necessary to update and revise
2 New Castle County Council's Procedural Rules; and
3

4 **WHEREAS**, like many legislative bodies, the County Council has the
5 authority to adopt its own internal rules of procedure outlining the process to be
6 followed (see *Delaware Code* Title 9, Section 1150); and
7

8 **WHEREAS**, the authority granted by the General Assembly to County
9 Council applies broadly; and
10

11 **WHEREAS**, County Council has found it necessary to amend its Procedural
12 Rules regarding the process for appointment of candidates to County boards and
13 commissions; and
14

15 **WHEREAS**, County Council endeavors to identify candidates who
16 collectively culminate in a balanced blend of members on each board and
17 commission who best promote and reflect diversity of thought, knowledge, and
18 experience; and
19

20 **WHEREAS**, Council Members know their Districts best; given this, the
21 District Council Member is the only Member of Council who should sponsor
22 legislation appointing a candidate from their District; and
23

24 **WHEREAS**, amending the Council's Procedural Rules consistent with the
25 above will lead to parity among Council Members, in addition to providing clarity,
26 predictability, and transparency surrounding the process; and
27

28 **NOW, THEREFORE, BE IT RESOLVED** by and for the County Council of New
29 Castle County that County Council hereby amends New Castle County Council
30 Procedural Rule No. 4 ("Ordinances and Resolutions (collectively, "Legislation")) by
31 adding the material that is underscored and deleting the material that is stricken as
32 set forth below.
33

34 **RULE NO. 4. REGULAR COUNCIL MEETINGS.**

35
36 **4.5. Consideration of Certain Types of Legislation and/or Variances.**

37 ...

38 **4.5.7. Consideration of Resolutions for Board and/or Commission Appointments**

39 ...

40 4.5.7.5. *Appointments*. The Council Member in whose District a
41 candidate for a board or commission resides is the only Council

42 Member who may sponsor and advance the Resolution to approve the
43 applicant's candidacy. For purposes of verifying the applicable
44 Councilmanic District, the primary personal address of the candidate
45 must be submitted to the Clerk of Council, who shall maintain the
46 confidentiality of such information.

47 Adopted by County Council of
48 New Castle County on:
49
50

51 _____
52 Karen Hartley-Nagle
53 President of County Council
 of New Castle County

SYNOPSIS: The proposed rule change would provide clarity and predictability to County Council's Procedural Rules. Moreover, the proposed rule change would clarify that the Council Member in whose District a candidate for a board or commission resides is the only Council Member who may sponsor and advance the Resolution to approve the candidate. Additionally, the primary personal address of the candidate must be submitted to the Clerk of Council.

FISCAL NOTE: There is no discernible fiscal impact with the adoption of this resolution.

RESOLUTION NO. 23-200

**TO AMEND NEW CASTLE COUNTY COUNCIL
PROCEDURAL RULE NO. 2 REGARDING CONSIDERATION OF LEGISLATION**

WHEREAS, from time to time, it becomes necessary to update and revise New Castle County Council's Procedural Rules; and

WHEREAS, like many legislative bodies, County Council has the authority to adopt its own internal rules of procedure outlining the process to be followed (see *Delaware Code* Title 9, Section 1150); and

WHEREAS, the authority granted by the General Assembly to County Council applies broadly; and

WHEREAS, County Council has deemed it necessary to amend its Procedural Rules regarding the deadlines to submit proposed changes to legislation, including substitutes and known floor amendments, to the Clerk of Council to provide for greater uniformity between Council Rules and increased legal notice to all of Council of known floor amendments; and

NOW, THEREFORE, BE IT RESOLVED by and for the County Council of New Castle County that County Council hereby amends New Castle County Council Procedural Rule No. 2 ("Ordinances and Resolutions (collectively, "Legislation")) by adding the material that is underscored and deleting the material that is stricken as set forth below.

RULE NO. 2. ORDINANCES AND RESOLUTIONS (COLLECTIVELY, "LEGISLATION").

2.3. Legislation Review and Submittal Deadlines.

2.3.4. ~~Substitutes containing substantive changes, rather than minor~~
~~typographical, stylistic or grammatical corrections, being introduced shall~~
~~be electronically submitted to the Clerk of Council electronically and in~~
~~hard copy on or before by 12 noon ten o'clock (10:00) a.m. the day before~~
~~Thursday prior to the Council meeting during which they will be introduced~~
~~or considered. The Clerk will thereafter promptly distribute the substitute~~
~~to all Council Members. Substitutes with non-substantive changes shall~~
~~be submitted by the legislative aide to the Clerk and all of Council at least~~
~~by the Wednesday morning before the meeting to permit time to amend~~
~~the agenda.~~

2.3.5. Sample notification and publication calendar.

Sunday 1	Monday 2	Tuesday 3	Wednesday 4	Thursday 5	Friday 6	Saturday 7
	10:00 am Notice <u>Submission to</u> Clerk of new legislation to be introduced at 1 st monthly mtg			10:00 Notice- of any- substitutes to- legislation at 1 st monthly mtg		
8	9	10	11	12	13	14
	New legislation to be introduced at 2 nd monthly mtg- to be submitted for administration, law review, and fiscal note 12 noon <u>Submission to</u> Clerk of any substitutes and known floor amendments to legislation at 1 st monthly mtg	7:00 6:30 pm 1 st monthly Council mtg; new legislation to be introduced at 2 nd monthly mtg to be submitted for fiscal note	10:00 Notice- to Clerk of previously introduced legislation to be considered at 2 nd monthly mtg			Publication of ordinances- introduced this week and ordinances to undergo consideration- at 2 nd monthly mtg
15	16	17	18	19	20	21
<u>Publication of</u> <u>ordinances</u> <u>introduced</u> <u>this week and</u> <u>ordinances to</u> <u>undergo</u> <u>consideration</u> <u>at 2nd monthly</u> <u>mtg</u>	10:00 am <u>Submission</u> Notice to Clerk of new legislation to be introduced at 2 nd monthly mtg			10:00 Notice- of any- substitutes to- legislation at 2 nd monthly mtg		
22	23	24	25	26	27	28
	New legislation to be introduced at 1 st monthly mtg to be submitted for administration- law review, and fiscal notes; 12 noon <u>Submission</u> to Clerk of any substitutes and known floor amendments to legislation at 2 nd monthly mtg	7:00 6:30 2 nd monthly Council mtg; New legislation to be introduced at 1 st monthly mtg to be submitted for fiscal notes	10:00 Notice- to Clerk of previously introduced legislation to be considered at 2 nd monthly mtg			Publication of ordinances- introduced- this week and ordinances to undergo consideration- at 1 st monthly mtg
29						
<u>Publication of</u> <u>ordinances</u> <u>introduced this</u> <u>week and</u> <u>ordinances to</u> <u>undergo</u> <u>consideration at</u> <u>1st monthly mtg</u>						

2.4. Changes to legislation

2.4.1 *Substitutes*. A substitute ordinance may be introduced by the sponsor of the original ordinance. If a substitute ordinance contains other than grammatical, typographical, or formatting corrections or changes, the substitute must be provided to the Clerk of Council electronically and in

52 ~~hard copy by 10:00 a.m. the Thursday before the Council meeting at which~~
53 ~~the substitute will be introduced or acted upon. The substitute shall render~~
54 ~~null and void prior versions of the ordinance. The title of a substitute~~
55 ~~ordinance must be identical to the title of the ordinance for which it is a~~
56 ~~substitute and may not add matter not embraced in the title. The sponsor~~
57 ~~shall briefly summarize the changes in the substitute prior to the vote.~~

58
59 2.4.2.3. ~~Known f~~Floor amendments (if known) shall be submitted to the Clerk of
60 Council electronically ~~by and in hard copy on or before four o'clock (4:00)~~
61 ~~p.m. 12 noon on the day before the ordinance is being to be considered~~
62 ~~by Council. ... Floor amendments that arise after such time, and are~~
63 ~~enacted, shall be incorporated into the passed legislation and provided~~
64 ~~to the Clerk the day following the Council meeting.~~

65 Adopted by County Council of
66 New Castle County on:

67
68
69 _____
70 Karen Hartley-Nagle
71 President of County Council
of New Castle County

SYNOPSIS: The proposed rule changes provide clarity to Council's Procedural Rules while, at the same time, providing consistency and uniformity to the Rules by making the deadline to submit a substitute and a known floor amendment mirror one another. Furthermore, the net effect of the proposed revisions is to provide Council with more reasonable time and notice of proposed floor amendments. Finally, the Resolution also makes housekeeping corrections relating to outdated practices and meeting start times.

FISCAL NOTE: There is no discernible fiscal impact with the adoption of this legislation.

Alexander J. Flynn

Bear, DE | (302) 561-4964 | alexflynn1104@gmail.com | [LinkedIn](#)

EDUCATION

Goldie-Beacom College

Bachelor of Science / Business Administration

Concentration, Information Technology

Wilmington, DE

May 2023

Cumulative GPA: 3.5

- President's List, Spring 2023
- Jones Merit Scholarship, Fall 2019 - Spring 2023

WORK EXPERIENCE

Deluxe Corp.

Newark, DE

Processing Specialist IV

March 2020 - *Present*

- Transfer over 30,000 written payments a day into databases to maintain consistent, accurate client records and project details.
- Distribute work to 11 team members simultaneously to ensure early client cut offs and due dates are met.
- Use excel spreadsheets to track and record team members' productivity throughout the day.
- Work successfully with a diverse group of coworkers to accomplish goals and address issues to keep processing approximately \$2.8 trillion in payments annually.

Best Buy

Newark, DE

Customer Service Representative

October 2018 - March 2020

- De-escalated problematic customer concerns, maintaining calm, friendly demeanor.
- Educated customers on special pricing opportunities and company offerings.
- Maintained knowledge of current promotions, exchange guidelines, payment policies and security practices.
- Assisted customers with making payments or establishing payment plans to bring accounts current.

Foot Locker Inc.

Newark, DE

Sales Associate

July 2017 - November 2018

- Operated cash registers, collected payments, and provided accurate change.
- Helped customers find specific products, answered questions, and offered product advice.
- Arranged new merchandise with signage and appealing displays to encourage customer sales and move overstock items.
- Sold various products by explaining unique features and educating customers on proper application or usage.

SKILLS

- Microsoft Excel, PowerPoint, Word
- Attention to Detail
- Customer Service
- Computer Literacy
- Time Management
- Organization
- Leadership
- Problem-solving