

**City of New Castle Delaware
City Council Special Meeting
New Castle Police Community Room*
1 Municipal Blvd, New Castle, DE 19720
Wednesday, March 4, 2026
6:30 p.m.**

Agenda

Roll Call

New Business:

1. **Mid-Year Budget Review and Discussion** (Council President Suzanne Souder 2/24/2026)
2. **Council Discussion and Possible Motion and Vote** regarding grants awarded to the City for various projects (Council President Suzanne Souder Posted 2/24/2026)
3. **Council Discussion** regarding updates from the Finance committee, upcoming FY 27 budget season and discussion on variable tax rates (Council President Suzanne Souder Posted 2/24/2026)
4. **Council Discussion** regarding possible allocation of excess Real Estate Transfer Tax (Council Person Brian Mattaway Posted 2/24/2026)
5. **Council Discussion and Possible Motion and Vote** regarding the establishment of a Capital Improvement Fund. (Council Person Brian Mattaway Posted 2/24/2026)

Next Regular Meeting Date: March 10, 2026

Posted: 2/24/2026

Note: This agenda as listed may not be considered in sequence, including executive sessions.

*You can also view the meeting online at the address below. A clickable link is available on the City website at www.newcastlecity.delaware.gov/events.

There will be no comments taken from the Zoom audience; comments may be submitted via email up to **3:00 p.m. on Wednesday, March 4, 2026** at info@newcastlecity.delaware.gov

Meeting Link:

<https://us02web.zoom.us/j/83870297863?pwd=mlo643bQeiNTTVSFsznsMbv3apa2vQ.1>

Enter Password: **015107**

You can also listen to the meeting via telephone by calling one of the phone numbers below and entering the meeting ID and password when prompted. (Long distance rates may apply.)

(301) 715-8592 or (646) 558-8656.

Webinar ID: 838 7029 7863 Passcode: **015107**

CITY OF NEW CASTLE
TREASURER'S REPORT - UNAUDITED

PERIOD ENDING: JANUARY 31, 2026

Cash Account Name	Period Ending Balance	Prior Period	Change
TOTAL PETTY CASH ON HAND	1,100.00	1,100.00	0.00
GENERAL FUND	757,780.27	330,211.01	427,569.26
PAYROLL CHECKING	7,023.08	5,000.00	2,023.08
MONEY MARKET RETENTION	5,973,311.92	5,705,655.02	267,656.90
<i>TOTAL UNRESTRICTED FUNDS</i>	<i>6,739,215.27</i>	<i>6,041,966.03</i>	<i>697,249.24</i>
MUNICIPAL STREET AID SAVINGS	691,616.50	688,016.00	3,600.50
SEPARATION DAY ACCOUNT	79,972.95	79,936.28	36.67
MM SAVINGS/ FY18 BOND FUNDS	856,490.13	1,795,677.78	-939,187.65
SALLE/EIDE/POLICE GRANTS	44,171.88	43,183.06	988.82
EMPLOYEE REDEMPTION FUND	154,404.10	154,404.10	0.00
CAPITAL RESERVE	125,000.00	125,000.00	0.00
COMPREHENSIVE PLAN FUND	10,000.00	10,000.00	0.00
SPECIAL PROJECTS & GRANTS FUND	35,000.00	35,000.00	0.00
BUDGET STABILIZATION FUND	4,013,044.96	4,000,000.00	13,044.96
<i>TOTAL RESTRICTED FUNDS</i>	<i>6,009,700.52</i>	<i>6,931,217.22</i>	<i>-934,561.66</i>
TOTAL CASH IN ACCOUNTS	12,748,915.79	12,973,183.25	-224,267.46

RECONCILIATION TO CASH

Monthly Cash Receipts	289,014.90
Monthly Expenditures	513,282.36
NET CHANGE:	-224,267.46

TRANSFERS BETWEEN GF CHECKING AND OTHER CITY ACCOUNTS:

DATE:	TRANSFER TO/FROM	AMOUNT	NOTES
1/5/26	TRANSFER TO GF CHECKING	992,819.87	From GRANT
1/5/26	TRANSFER TO GF CHECKING	1,902.94	FROM BOND FUNDS
1/6/26	TRANSFER TO PAYROLL	131,044.25	FROM RET MM
1/20/26	TRANSFER TO PAYROLL	107,358.91	FROM RET MM



CITY OF NEW CASTLE

JANUARY 2026

FY26 YTD BUDGET REPORT - 58%

Account ID	REVENUE Description	Budget	YTD Revenue	Excess/Deficit	%
10-0000-420-0001	Property Tax Current Year	\$4,645,765.00	\$4,525,859.64	(\$119,905.36)	97%
10-0000-420-0002	Tax Penalties	\$25,000.00	\$29,294.05	\$4,294.05	117%
10-0000-420-0003	Property Tax Transfers	\$450,000.00	\$398,015.40	(\$51,984.60)	88%
10-0000-420-0004	Delinquent Tax Collection	\$20,500.00	\$27,183.17	\$6,683.17	133%
10-0000-430-0001	Business Licenses	\$135,000.00	\$117,760.00	(\$17,240.00)	87%
10-0000-430-0002	Rental	\$51,000.00	\$44,325.00	(\$6,675.00)	87%
10-0000-430-0003	Building/HAC Applications	\$205,000.00	\$169,872.15	(\$35,127.85)	83%
10-0000-430-0004	Bldg Dept Penalties	\$1,000.00	\$939.00	(\$61.00)	94%
10-0000-430-0005	Vacant Bldg Registration Fees	\$5,000.00	\$0.00	(\$5,000.00)	0%
10-0000-430-0006	Code Violation Penalties	\$25,000.00	\$8,173.53	(\$16,826.47)	33%
10-0000-430-0007	Code Enforcement Cost Reimbursements	\$2,000.00	\$3,550.00	\$1,550.00	178%
10-0000-430-0008	Special Trash	\$9,000.00	\$6,616.00	(\$2,384.00)	74%
10-0000-440-0001	State Courts	\$30,000.00	\$18,537.88	(\$11,462.12)	62%
10-0000-440-0002	Towing/Storage Fees	\$15,000.00	\$10,625.00	(\$4,375.00)	71%
10-0000-450-0003	Impact Fees-Riverbend	\$40,000.00	\$63,000.00	\$23,000.00	158%
10-0000-450-0004	Accident Reports	\$5,000.00	\$3,495.00	(\$1,505.00)	70%
10-0000-450-0005	Engineering/Planning Dev Reimbursement	\$5,000.00	\$7,466.95	\$2,466.95	149%
10-0000-450-0006	Zoning/BOA Hearings	\$4,000.00	\$3,100.00	(\$900.00)	78%
10-0000-455-0001	Franchise Fees	\$80,000.00	\$23,248.17	(\$56,751.83)	29%
10-0000-470-0001	CCATT, Verizon	\$110,000.00	\$74,607.37	(\$35,392.63)	68%
10-0000-470-0004	Trustees Appropriations	\$225,000.00	\$112,500.00	(\$112,500.00)	50%
10-0000-470-0005	MSC Appropriation	\$808,218.00	\$404,109.06	(\$404,108.94)	50%
10-0000-470-0007	Rivertown Ride and Festival	\$0.00	\$0.00	\$0.00	0%
10-0000-480-0001	Interest Other	\$150,000.00	\$107,350.69	(\$42,649.31)	72%
10-0000-480-0002	Insurance Reimbursement	\$0.00	\$0.00	\$0.00	0%
10-0000-480-0003	Misc Income Gen Fund	\$2,000.00	\$2,822.00	\$822.00	141%
10-0000-480-0004	Proceeds - Sale of Assets	\$1,500.00	\$0.00	(\$1,500.00)	0%
10-0000-511-0001	Loan Proceeds	\$0.00	\$0.00	\$0.00	0%
10-0000-511-0005	Restricted Fund Balance Carry Forward	\$385,163.00	\$0.00	(\$385,163.00)	0%
10-0000-511-0006	Unreserved Fund Balance Carry Forward	\$0.00	\$0.00	\$0.00	0%
10-0000-524-0000	Police Pension Supplement	\$70,000.00	\$71,923.36	\$1,923.36	103%
10-0000-526-0000	Pay Job Reimbursement	\$93,500.00	\$69,096.33	(\$24,403.67)	74%
FINAL TOTALS		\$7,598,646.00	\$6,303,469.75	(\$1,295,176.25)	83%
REVENUE OVER/UNDER EXPENSE:				\$2,518,474.84	



CITY OF NEW CASTLE

JANUARY 2026

FY26 YTD BUDGET REPORT - 58%

Account ID	EXPENSE Description	Budget	YTD Expended	Balance	% Used
PUBLIC SAFETY					
10-0101-001-6001	Salaries - PSAF	\$1,438,559.00	\$725,699.64	\$712,859.36	50%
10-0101-001-6002	Salaries Supervision - PSAF	\$359,241.00	\$206,951.53	\$152,289.47	58%
10-0101-001-6004	Salaries Civilian - PSAF	\$58,174.00	\$33,317.33	\$24,856.67	57%
10-0101-001-6005	Overtime/Contract Holiday - PSAF	\$165,000.00	\$95,893.14	\$69,106.86	58%
10-0101-001-6008	Vacation/Sick Sellback - PSAF	\$30,000.00	\$8,856.42	\$21,143.58	30%
10-0101-001-6010	FICA Expense - PSAF	\$156,900.00	\$86,142.90	\$70,757.10	55%
10-0101-001-6015	Health/Life/Dental Expense - PSAF	\$430,404.00	\$214,406.22	\$215,997.78	50%
10-0101-001-6020	Pension Plan - PSAF	\$276,454.00	\$144,130.73	\$132,323.27	52%
10-0101-001-6105	Prof Development & Travel - PSAF	\$5,000.00	(\$976.43)	\$5,976.43	-20%
10-0101-001-6110	Books/Publications/Dues/Tolls - PSAF	\$1,500.00	\$654.44	\$845.56	44%
10-0101-001-6120	Computer - PSAF	\$3,000.00	\$1,964.88	\$1,035.12	65%
10-0101-001-6155	Maintenance Contracts - PSAF	\$21,000.00	\$14,024.74	\$6,975.26	67%
10-0101-001-6170	Office Supplies/Equipment - PSAF	\$5,500.00	\$3,168.32	\$2,331.68	58%
10-0101-001-6180	Postage - PSAF	\$500.00	\$325.65	\$174.35	65%
10-0101-001-6195	Phone Service - PSAF	\$12,520.00	\$6,346.11	\$6,173.89	51%
10-0101-001-7066	Security Cameras/Citywide - PSAF	\$4,170.00	\$3,806.11	\$363.89	91%
10-0101-001-7080	Body Cameras - PSAF	\$13,400.00	\$13,349.00	\$51.00	100%
10-0101-001-7120	Administrative Expense - PSAF	\$500.00	\$317.80	\$182.20	64%
10-0101-001-7200	Uniforms/Maintenance - PSAF	\$9,510.00	\$6,467.74	\$3,042.26	68%
10-0101-001-8020	Medical Testing - PSAF	\$3,000.00	\$148.00	\$2,852.00	5%
10-0101-001-8030	Janitorial Services - PSAF	\$7,382.00	\$3,566.08	\$3,815.92	48%
10-0101-001-8050	Bldg Repairs/Maint - PSAF	\$8,000.00	\$4,151.19	\$3,848.81	52%
10-0101-001-8060	Preventative/Termite/Pest Control - PSAF	\$400.00	\$0.00	\$400.00	0%
10-0101-001-8070	Building Heat/Electric - PSAF	\$22,000.00	\$11,827.43	\$10,172.57	54%
10-0101-001-8085	Special Events Supplies - PSAF	\$0.00	\$0.00	\$0.00	0%
10-0101-001-8095	SEO Pay Job Overtime - PSAF	\$80,000.00	\$49,680.00	\$30,320.00	62%
10-0101-001-8098	Investigative/Evidence Testing - PSAF	\$5,000.00	\$1,475.39	\$3,524.61	30%
10-0101-002-7005	Range Supplies - PSAF	\$10,000.00	\$7,991.47	\$2,008.53	80%
10-0101-002-7125	Motor Fuel - PSAF	\$45,000.00	\$15,350.96	\$29,649.04	34%
10-0101-002-7150	Radar/Radio repair - PSAF	\$2,000.00	\$708.44	\$1,291.56	35%
10-0101-002-7220	Vehicle Parts/Repair - PSAF	\$20,000.00	\$5,111.91	\$14,888.09	26%
10-0107-001-6198	Debt Service / Vehicles - PSAF	\$101,995.00	\$60,720.71	\$41,274.29	60%
10-0107-001-7350	Leased Color Copier - PSAF	\$3,990.00	\$2,079.52	\$1,910.48	52%
10-0107-004-7355	Capital Outlays/Equip & Vehicles - PSFAE	\$24,436.00	\$4,000.00	\$20,436.00	16%



CITY OF NEW CASTLE

JANUARY 2026

FY26 YTD BUDGET REPORT - 58%

Account ID	EXPENSE Description	Budget	YTD Expended	Balance	% Used
PUBLIC SAFETY TOTALS		\$3,324,535.00	\$1,731,657.37	\$1,592,877.63	52%

PUBLIC SERVICES

10-0200-001-6001	Salaries Supervision - PSERV	\$154,800.00	\$88,474.23	\$66,325.77	57%
10-0200-001-6003	Salaries Bldg Code Enforcement - PSERV	\$112,818.00	\$32,916.01	\$79,901.99	29%
10-0200-001-6005	Overtime - PSERV	\$22,000.00	\$8,900.98	\$13,099.02	40%
10-0200-001-6006	Salaries - PSERV	\$485,254.00	\$258,413.07	\$226,840.93	53%
10-0200-001-6008	Vacation & Sick Sellback - PSERV	\$10,000.00	\$4,244.60	\$5,755.40	42%
10-0200-001-6010	FICA - PSERV	\$58,745.00	\$28,248.41	\$30,496.59	48%
10-0200-001-6015	Health/Life/Dental Expense - PSERV	\$256,401.00	\$129,942.12	\$126,458.88	51%
10-0200-001-6020	Pension Plan - PSERV	\$41,538.00	\$21,405.41	\$20,132.59	52%
10-0200-001-6105	Professional Dev & Travel - PSERV	\$10,000.00	\$3,588.39	\$6,411.61	36%
10-0200-001-6110	Book/Reference Materials - PSERV	\$0.00	\$0.00	\$0.00	0%
10-0200-001-6120	Computer & Software Expense - PSERV	\$4,500.00	\$3,690.08	\$809.92	82%
10-0200-001-6170	Office Supplies/Equip/Printing - PSERV	\$4,000.00	\$1,462.96	\$2,537.04	37%
10-0200-001-6175	Operating Supplies - PSERV	\$8,500.00	\$2,516.34	\$5,983.66	30%
10-0200-001-6180	Postage - PSERV	\$1,600.00	\$1,472.61	\$127.39	92%
10-0200-001-6195	Phone Service - PSERV	\$7,331.00	\$3,779.64	\$3,551.36	52%
10-0200-001-7075	Reimbursable Private Prop. Maint. - CODE	\$2,000.00	\$11,050.00	(\$9,050.00)	553%
10-0200-001-7120	Administrative Expense- PSERV	\$500.00	\$0.00	\$500.00	0%
10-0200-001-8020	Medical Testing - PSERV	\$3,000.00	\$337.00	\$2,663.00	11%
10-0200-001-8030	Janitorial Services - PSERV	\$2,217.00	\$1,092.00	\$1,125.00	49%
10-0200-001-8040	Temporary Labor	\$500.00	\$0.00	\$500.00	0%
10-0200-001-8050	Bldg Repairs/Sec Maint - PSERV	\$12,000.00	\$5,977.34	\$6,022.66	50%
10-0200-001-8060	Preventative/Termite/Pest Control	\$550.00	\$556.40	(\$6.40)	101%
10-0200-001-8070	Bldg Heat/Electric/Street lights - PSERV	\$48,000.00	\$30,775.20	\$17,224.80	64%
10-0200-003-7085	Fuel & Lubricants - PSERV	\$40,000.00	\$15,911.54	\$24,088.46	40%
10-0200-003-7105	Landfill Fees/Recycle - PSERV	\$145,000.00	\$71,754.20	\$73,245.80	49%
10-0200-003-7106	Yard Waste - PSERV	\$18,500.00	\$10,971.10	\$7,528.90	59%
10-0200-003-7155	Safety Equipment/Signs/Markings - PSERV	\$5,150.00	\$1,281.44	\$3,868.56	25%
10-0200-003-7170	Small Tools/Equip Repairs/Maint. - PSERV	\$4,000.00	\$3,411.05	\$588.95	85%
10-0200-003-7171	Radio Repairs - PSERV	\$250.00	\$0.00	\$250.00	0%
10-0200-003-7195	Truck/Vehicle Repair/Maint. - PSERV	\$55,000.00	\$24,151.47	\$30,848.53	44%
10-0200-003-7200	Uniforms/Maintenance - PSERV	\$10,000.00	\$3,065.60	\$6,934.40	31%
10-0200-003-8095	Special Event Overtime - PSERV	\$3,500.00	\$1,896.46	\$1,603.54	54%
10-0200-003-8105	Street Materials - PSERV	\$8,000.00	\$786.41	\$7,213.59	10%



CITY OF NEW CASTLE

JANUARY 2026

FY26 YTD BUDGET REPORT - 58%

Account ID	EXPENSE Description	Budget	YTD Expended	Balance	% Used
10-0200-004-8120	Street Repairs - PSERV	\$1,000.00	\$0.00	\$1,000.00	0%
10-0203-003-8080	Sand & Abrasives/ Snow & Ice Control	\$8,000.00	\$1,222.91	\$6,777.09	15%
10-0203-003-8090	Outside Contractors / Snow & Ice Control	\$1,000.00	\$0.00	\$1,000.00	0%
PW PARKS & PUBLIC PROPERTY					
10-0204-003-7060	Equipment - PARKS	\$107,261.00	\$606.98	\$106,654.02	1%
10-0204-003-7061	Pruning/Planting Trees - ROW/PARKS	\$40,000.00	\$12,740.03	\$27,259.97	32%
10-0204-003-7100	Playground Maintenance/Wood Carpet-PARKS	\$42,875.00	\$426.20	\$42,448.80	1%
10-0204-003-7430	Contract Maintenance - City Prop/PARKS	\$115,000.00	\$78,077.31	\$36,922.69	68%
10-0204-003-7432	Dog Park - PARKS	\$25,000.00	\$3,671.12	\$21,328.88	15%
CAPITAL OUTLAY - PSERV					
10-0205-004-7355	Capital Outlays/Equip & Vehicles - PSERV	\$15,000.00	\$0.00	\$15,000.00	0%
10-0205-004-7446	Handicap Curb Ramps	\$25,000.00	\$0.00	\$25,000.00	0%
10-0205-004-7533	Debt Service / Vehicle lease - PSERV	\$105,684.00	\$63,200.04	\$42,483.96	60%
10-0205-004-7534	Debt Service / Road Repair -GO Bond 2018	\$225,000.00	\$131,250.00	\$93,750.00	58%
10-0205-004-7536	Storm Drainage/MS4 - PSERV	\$130,000.00	\$7,474.62	\$122,525.38	6%
10-0205-004-7540	Capital Improvement/Road Repairs - PSERV	\$54,700.00	\$0.00	\$54,700.00	0%
PUBLIC SERVICES TOTALS		\$2,431,174.00	\$1,070,741.27	\$1,360,432.73	44%
MAYOR AND COUNCIL					
10-0301-001-6001	Salaries - M&C	\$20,100.00	\$11,596.50	\$8,503.50	58%
10-0301-001-6010	FICA Expense - M&C	\$1,540.00	\$887.10	\$652.90	58%
10-0301-001-6101	Advertising - M&C	\$15,500.00	\$12,987.75	\$2,512.25	84%
10-0301-001-6105	Prof Development - M&C	\$600.00	\$40.00	\$560.00	7%
10-0301-001-6106	Association Dues - M&C	\$4,200.00	\$4,200.00	\$0.00	100%
10-0301-001-6550	Economic Dev Activities - M&C	\$15,000.00	\$0.00	\$15,000.00	0%
10-0301-001-6560	Sea Level Rise Task Force	\$40,000.00	\$4,254.38	\$35,745.62	11%
10-0301-001-7024	General Code Updates - M&C	\$4,000.00	\$3,797.00	\$203.00	95%
10-0301-001-7040	Contributions - M&C	\$98,500.00	\$98,500.00	\$0.00	100%
10-0301-001-7055	Meeting Security/Rental Fees - M&C	\$7,000.00	\$5,513.13	\$1,486.87	79%
10-0301-001-7065	Equipment Purchases - M&C	\$1,000.00	\$0.00	\$1,000.00	0%
10-0301-003-6185	Election Expenses - M&C	\$0.00	\$0.00	\$0.00	0%
10-0301-003-6190	Rivertowns Ride & Festival - M&C	\$0.00	\$0.00	\$0.00	0%
10-0301-003-7010	Annual Calendar/Monthly Newsletter - M&C	\$4,500.00	\$4,376.23	\$123.77	97%
10-0301-003-7011	Transcription Services - M&C	\$16,444.00	\$6,617.28	\$9,826.72	40%
10-0301-003-7042	Fees to Good Will Riverbend - M&C	\$6,000.00	\$4,000.00	\$2,000.00	67%

CITY CLERK / CITY TREASURER



CITY OF NEW CASTLE
JANUARY 2026
FY26 YTD BUDGET REPORT - 58%

Account ID	EXPENSE Description	Budget	YTD Expended	Balance	% Used
10-0302-001-6001	Salaries - CLERK/TREAS	\$2,260.00	\$1,211.55	\$1,048.45	54%
10-0302-001-6010	FICA Expense - CLERK/TREAS	\$160.00	\$92.70	\$67.30	58%
FINANCE					
10-0303-003-7090	FY Audit - FIN	\$45,000.00	\$26,441.00	\$18,559.00	59%
ADMINISTRATION					
10-0304-001-6001	Salaries - ADMIN	\$389,533.00	\$219,992.73	\$169,540.27	56%
10-0304-001-6005	Overtime - ADMIN	\$1,000.00	\$0.00	\$1,000.00	0%
10-0304-001-6008	Sellback Vacation & Sick - ADMIN	\$0.00	\$0.00	\$0.00	0%
10-0304-001-6010	FICA Expense - ADMIN	\$29,800.00	\$16,585.75	\$13,214.25	56%
10-0304-001-6015	Health/Life/Dental Expense - ADMIN	\$96,831.00	\$50,491.52	\$46,339.48	52%
10-0304-001-6020	Pension Plan - ADMIN	\$21,347.00	\$11,926.07	\$9,420.93	56%
10-0304-001-6100	Employee Retention	\$10,000.00	\$0.00	\$10,000.00	0%
10-0304-001-6105	Professional Development - ADMIN	\$4,000.00	(\$1,656.59)	\$5,656.59	-41%
10-0304-001-6115	City Administrator Expense - ADMIN	\$4,000.00	\$240.00	\$3,760.00	6%
10-0304-001-6120	Computer, Hardware & IT Services - ADMIN	\$60,000.00	\$9,558.72	\$50,441.28	16%
10-0304-001-6130	Dues & Publications - ADMIN	\$1,000.00	\$1,134.00	(\$134.00)	113%
10-0304-001-6170	Office Supplies/Printing - ADMIN	\$5,000.00	\$2,537.21	\$2,462.79	51%
10-0304-001-6180	Postage - ADMIN	\$3,500.00	\$2,313.44	\$1,186.56	66%
10-0304-001-6195	Telephone/Internet Service - ADMIN	\$5,052.00	\$2,737.75	\$2,314.25	54%
10-0304-001-7120	Administrative Expense - ADMIN	\$5,500.00	\$4,456.20	\$1,043.80	81%
10-0304-001-8020	Medical Testing - ADMIN	\$250.00	\$0.00	\$250.00	0%
10-0304-001-8030	Janitorial Services - ADMIN	\$1,377.00	\$803.00	\$574.00	58%
10-0304-001-8050	Building Repairs - ADMIN	\$3,500.00	\$470.00	\$3,030.00	13%
10-0304-001-8055	Bldg Security Maintenance - ADMIN	\$5,500.00	\$2,864.64	\$2,635.36	52%
10-0304-001-8060	Preventative/Termite/Pest Control -ADMIN	\$950.00	\$398.92	\$551.08	42%
10-0304-001-8070	Building Heat - ADMIN	\$5,500.00	\$3,148.62	\$2,351.38	57%
10-0304-002-7085	Fuel & Oil - ADMIN	\$3,500.00	\$2,294.61	\$1,205.39	66%
10-0304-003-6122	Software Support - ADMIN	\$38,291.00	\$27,852.74	\$10,438.26	73%
10-0304-004-7350	Lease Copier ADMIN	\$3,313.00	\$1,887.08	\$1,425.92	57%
10-0304-005-7000	Special Projects & Grants	\$35,000.00	\$35,000.00	\$0.00	100%
HUMAN RESOURCES					
10-0308-001-6101	Advertising- HR	\$1,000.00	\$697.77	\$302.23	70%
10-0308-001-6105	Professional Development- HR	\$0.00	\$0.00	\$0.00	0%
10-0308-001-6130	Dues & Publications- HR	\$0.00	\$0.00	\$0.00	0%
10-0308-001-6183	Temporary Labor/Consultant- HR	\$10,000.00	\$577.50	\$9,422.50	6%



CITY OF NEW CASTLE

JANUARY 2026

FY26 YTD BUDGET REPORT - 58%

Account ID	EXPENSE Description	Budget	YTD Expended	Balance	% Used
10-0308-001-7404	Employee Training Programs- HR	\$1,000.00	\$0.00	\$1,000.00	0%
10-0308-001-8096	Contract Reimbursements- HR	\$3,000.00	\$1,150.00	\$1,850.00	38%
10-0308-001-8098	Pre-employ Background Investigation- HR	\$300.00	\$76.35	\$223.65	25%
BOARD OF ADJUSTMENT					
10-0801-001-6101	Advertising - BOA	\$1,000.00	\$240.00	\$760.00	24%
10-0801-001-6105	Professional Fees - BOA	\$6,000.00	\$7,330.76	(\$1,330.76)	122%
BUILDING MAINTENANCE					
10-0901-001-7045	County Sewer Assessments - BLDG	\$3,000.00	\$1,174.09	\$1,825.91	39%
10-0901-001-7135	Contractual Services - BLDG	\$6,000.00	\$75.00	\$5,925.00	1%
10-0901-001-8077	Town Hall Heat - BLDG	\$0.00	\$0.00	\$0.00	0%
10-0901-003-8082	Capital Reserves - BLDG	\$259,500.00	\$4,889.33	\$254,610.67	2%
10-0901-004-8085	Battery Park / Porta Potties - BLDG	\$5,000.00	\$293.96	\$4,706.04	6%
INSURANCE					
10-1001-001-7145	Public Officials Liability - INS	\$5,927.00	\$5,927.00	\$0.00	100%
10-1001-001-8055	Police Liability - INS	\$6,596.00	\$6,596.00	\$0.00	100%
10-1001-001-8065	Property and Liability - INS	\$138,776.00	\$103,720.50	\$35,055.50	75%
10-1001-001-8130	Workers Compensation - INS	\$77,000.00	\$76,370.00	\$630.00	99%
10-1001-001-8135	Unemployment Insurance - INS	\$11,000.00	\$3,126.67	\$7,873.33	28%
PROFESSIONAL/CONTRACTUAL SERVICES					
10-1002-001-8011	City Engineer - CONT	\$40,000.00	\$13,144.22	\$26,855.78	33%
10-1002-001-8025	City Solicitor - CONT	\$125,000.00	\$91,701.82	\$33,298.18	73%
10-1002-003-6140	AFSCME Contract Negotiations - CONT	\$5,000.00	\$0.00	\$5,000.00	0%
10-1002-003-6141	HR/Other Legal - CONT	\$5,000.00	\$0.00	\$5,000.00	0%
PLANNING COMMISSION					
10-1102-003-6105	Professional Dev & Training - PC	\$500.00	\$0.00	\$500.00	0%
10-1102-003-6190	Contractual Services - PC	\$40,000.00	\$32,788.32	\$7,211.68	82%
10-1102-003-7004	Comprehensive Plan Update - PC	\$14,000.00	\$10,000.00	\$4,000.00	71%
HISTORIC AREA COMMISSION					
10-1103-003-6105	Prof Development - HAC	\$200.00	\$0.00	\$200.00	0%
10-1103-003-6140	Historic Preservation	\$7,000.00	\$0.00	\$7,000.00	0%
10-1103-003-6162	Architect - HAC	\$25,000.00	\$14,591.25	\$10,408.75	58%
10-1103-003-6190	Meeting Security	\$3,000.00	\$1,133.58	\$1,866.42	38%
BOARD OF HEALTH					
10-1109-001-6105	Professional Development - BOH	\$500.00	\$0.00	\$500.00	0%
10-1109-001-6100	BOARD OF HEALTH	\$0.00	\$0.00	\$0.00	0%



CITY OF NEW CASTLE

JANUARY 2026

FY26 YTD BUDGET REPORT - 58%

Account ID	EXPENSE Description	Budget	YTD Expended	Balance	% Used
10-1109-001-6170	Supplies - BOH	\$250.00	\$266.21	(\$16.21)	106%
10-1109-001-6180	Postage - BOH	\$1,000.00	\$1,212.07	(\$212.07)	121%
10-1109-001-7080	Meeting Security - BOH	\$840.00	\$962.84	(\$122.84)	115%
LONG TERM RESERVES					
10-1110-004-6124	Accrued Benefits	\$25,000.00	\$25,000.00	\$0.00	100%
10-1110-004-6125	Restricted Reserves / Capital	\$0.00	\$0.00	\$0.00	0%
ADMINISTRATION TOTALS		\$1,842,937.00	\$982,596.27	\$860,340.73	53%
FINAL TOTALS		\$7,598,646.00	\$3,784,994.91	\$3,813,651.09	



CITY OF NEW CASTLE
JANUARY 2026
FY26 YTD BUDGET REPORT - 58%

Table with 5 columns: Account ID, Description, Budget, YTD, Balance. It lists budget details for Municipal Street Aid Fund 20, Community Transportation Fund 23, DNREC FY22 Bond Fund 24, Community Transportation Fund 25, CRF FY25 Bond Fund 26, and CRF FY23 Bond Fund 27, including revenue and expense items.



CITY OF NEW CASTLE

JANUARY 2026

FY26 YTD BUDGET REPORT - 58%

Account ID	Description	Budget	YTD	Balance
27-0205-001-8015	CRF (FY23 BOND) Floating Pier	\$59,777.97	\$40,043.25	\$19,734.72
CRF FY24 BOND FUND 28				
Revenue:				
28-0000-500-0000	CRF (FY24 BOND) \$765,000	\$598,015.43	\$598,015.43	\$0.00
Expense:				
28-0205-001-7540	CRF (FY24 BOND) Misc Capital Projects	\$598,015.43	\$598,336.27	(\$320.84)
CRF FY26 BOND FUND 29				
Revenue:				
29-0000-500-0000	CRF (FY26 BOND) \$305,600	\$305,600.00	\$55,600.00	\$250,000.00
Expense:				
29-0205-001-7540	CRF (FY26 BOND) ADMIN BLD RENOVATIONS	\$150,000.00	\$0.00	\$150,000.00
29-0205-001-7541	CRF (FY26 BOND) DIKE RAISING FEASIBILITY	\$100,000.00	\$0.00	\$100,000.00
29-0205-001-7542	CRF (FY26 BOND) POLICE BLD RENOVATIONS	\$55,600.00	\$55,600.00	\$0.00
SWMPG 26-03				
Revenue:				
33-0000-500-0000	SWMPG 26-03	\$125,000.00	\$0.00	\$125,000.00
Expense:				
33-0200-001-8015	SWMPG 26-03	\$125,000.00	\$0.00	\$125,000.00
DNREC/ORPT 24-483				
Revenue:				
35-0000-500-0000	<u>DNREC/ ORPTGrant-Battery Walk/Playground</u>	\$125,000.00	\$0.00	\$125,000.00
Expense:				
35-0204-001-7061	DNREC/ORPT 24-483	\$125,000.00	\$0.00	\$125,000.00
DNREC FY25 TEDI FUND 37				
Revenue:				
37-0000-500-0000	DNREC FY25 TEDI	\$6,681.00	\$6,690.65	(\$9.65)
Expense:				
37-0205-004-7536	DNREC FY25 TEDI	\$6,681.00	\$5,970.65	\$710.35
DEMA / PDM FUND 40				
Revenue:				
40-0000-500-0000	DEMA FY19 PDM Grant	\$12,727.04	\$0.00	\$12,727.04
Expense:				
40-0205-004-7536	Contractual Service - DEMA FY19 PDM	\$12,727.04	\$0.00	\$12,727.04



CITY OF NEW CASTLE

JANUARY 2026

FY26 YTD BUDGET REPORT - 58%

Account ID	Description	Budget	YTD	Balance
DELDOT /FY25 CYCLING INNOVATION FUND 41				
Revenue:				
41-0000-500-0000	DeIDOT CYCLING Trail Feasibility Study	\$15,180.00	\$15,180.00	\$0.00
Expense:				
41-0205-004-8015	DeIDOT CYCLING Trail Feasibility Study	\$15,180.00	\$15,180.00	\$0.00
DEMA /CYBERSECURITY GRANT FUND 42				
Revenue:				
42-0000-500-0000	DEMA FY25 CYBERSECURITY GRANT	\$6,764.90	\$4,715.94	\$2,048.96
Expense:				
42-0205-004-7536	DEMA FY25 CYCBERSECURITY GRANT	\$6,764.90	\$4,715.94	\$2,048.96
CJC FUND 80				
Revenue:				
80-0000-500-0000	CJC - 2023-AR-P/T-3188 Grant	\$215,738.36	\$67,689.67	\$148,048.69
Expense:				
80-0101-001-7060	CJC/ 2023-AR-P/T-3188	\$215,738.36	\$67,689.67	\$148,048.69
CJC FUND 81				
Revenue:				
81-0000-500-0000	CJC/ 2023-DB-P/T-3639	\$0.00	\$1,526.08	(\$1,526.08)
Expense:				
81-0101-001-7060	Equipment - CJC / 2023-DB-P/T-3639 Grant	\$0.00	\$1,526.08	(\$1,526.08)
FCVC V-111-26				
Revenue:				
83-0000-500-0000	FCVC GRANT / V-111-26	\$0.00	\$2,400.00	(\$2,400.00)
Expense:				
83-0101-001-6010	V-111-26 Overtime	\$0.00	\$2,400.00	(\$2,400.00)
83-0101-001-6010	V-111-26 FICA	\$0.00	\$0.00	\$0.00
83-0101-001-8050	V-111-26 EQUIPMENT/TRAVEL	\$0.00	\$0.00	\$0.00
SALLE GRANT FUND 84				
Revenue:				
84-0000-500-0000	SALLE Grant	\$6,000.00	\$3,422.07	\$2,577.93
Expense:				
84-0104-001-6005	Overtime - SALLE	\$500.00	\$0.00	\$500.00
84-0104-001-6010	FICA expense - SALLE	\$0.00	\$0.00	\$0.00



CITY OF NEW CASTLE

JANUARY 2026

FY26 YTD BUDGET REPORT - 58%

Account ID	Description	Budget	YTD	Balance
84-0104-001-7060	Equipment/Rental - SALLE	\$5,500.00	\$4,093.42	\$1,406.58
HIGHWAY SAFETY GRANT FUND 85				
Revenue:				
85-0000-500-0000	Highway Safety Grants	\$8,000.00	\$11,452.16	(\$3,452.16)
Expense:				
85-0102-001-6005	Overtime - Highway Safety	\$8,000.00	\$11,692.48	(\$3,692.48)
85-0102-001-7060	Equipment - Highway Safety	\$0.00	\$0.00	\$0.00
CJC FUND 86				
Revenue:				
86-0000-500-0000	CJC Grant 2025-DB-P/T-3512	\$0.00	\$6,900.00	(\$6,900.00)
Expense:				
86-0108-001-7060	Equipment - CJC Grant 2025-DB-P/T-3512	\$6,900.00	\$6,900.00	\$0.00
EIDE GRANT FUND 88				
Revenue:				
88-0000-500-0000	EIDE Grant	\$4,746.00	\$975.00	\$3,771.00
Expense:				
88-0103-001-6005	Overtime - EIDE	\$4,746.00	\$975.00	\$3,771.00
88-0103-001-6010	FICA Expense - EIDE	\$0.00	\$0.00	\$0.00
88-0103-001-7060	Equipment - EIDE	\$0.00	\$0.00	\$0.00
DPS / VIOLENT CRIME GRANT FUND 89				
Revenue:				
89-0000-500-0000	FCVC GRANT / V-67-25	\$24,893.60	\$25,373.60	-\$480.00
Expense:				
89-0101-001-6005	Overtime / V-67-25	\$24,893.60	\$2,261.49	\$22,632.11
89-0101-001-7060	Equipment/Training - V-67-25	\$0.00	\$37,841.61	(\$37,841.61)
GIA/SEPARATION DAY GRANT FUND 95				
Revenue:				
95-0000-500-0000	Separation Day Grant	\$36,000.00	\$0.00	\$36,000.00
95-0000-500-0001	Separation Day -Fees/Contributions	\$33,000.00	\$9,105.00	\$23,895.00
95-0000-500-0002	Separation Day - Admission/Sales	\$8,500.00	\$17,060.00	(\$8,560.00)
Expense:				
95-1108-001-6105	Professional Fees - SEPDAY	\$50,000.00	\$0.00	\$50,000.00



CITY OF NEW CASTLE

JANUARY 2026

FY26 YTD BUDGET REPORT - 58%

Account ID	Description	Budget	YTD	Balance
95-1108-001-6170	Supplies - SEPDAY	\$5,000.00	\$0.00	\$5,000.00
95-1108-001-6180	Postage - SEPDAY	\$0.00	\$0.00	\$0.00
95-1108-001-6185	Printing/Publications/Adv - SEPDAY	\$1,000.00	\$0.00	\$1,000.00
95-1108-001-6190	Rent - SEPDAY	\$4,500.00	\$0.00	\$4,500.00
95-1108-001-7120	Administrative Expense - SEPDAY	\$7,500.00	\$0.00	\$7,500.00
95-1108-001-7222	Police/EMS/Public Works - SEPDAY	\$8,500.00	\$0.00	\$8,500.00
95-1108-001-8065	Insurance - SEPDAY	\$1,000.00	\$0.00	\$1,000.00

Mid-Year Budget Review Summary

(Using January Report numbers)

Revenue as of January = \$6,303,469.75 of Budgeted amount \$7,598,646.00

Expenses as of January = \$3,784,994.91 of Budgeted amount of \$7,598,646.00

Remaining Expenses for FY 2026= \$3,813,651.09

Unrestricted Fund Balances as of January 2026

Petty Cash = \$ 757,780.27

Payroll Checking= \$ 7,023.08

Money Market Retention= \$5,973,311.92

Total Available funding for FY 26= \$6, 738,115.27

Available Funding Minus Remaining Expenses for FY 2026:

**\$6,738,115.27- \$3,813,651.09= \$2,924,464.18 Surplus Unrestricted Fund
Balance as of January 31, 2026****

****This reflects less than 6 months of FY 2026 funding**

Ordinance No. 2025-553

AN ORDINANCE TO AMEND THE CITY OF NEW CASTLE MUNICIPAL CODE BY ESTABLISHING A NEW CHAPTER 222, SPECIFIC FINANCIAL ACCOUNTS, REGARDING THE CREATION OF A BUDGET STABILIZATION FUND AND A CAPITAL AND INFRASTRUCTURE FUND

WHEREAS, the Council of the City of New Castle (“City Council”) possesses the authority to adopt, amend, modify, or repeal the City of New Castle Municipal Code (“City Code”); and

WHEREAS, the City of New Castle recognizes the importance of responsible financial planning and ensuring long-term fiscal stability; and

WHEREAS, unforeseen economic downturns, emergencies, and revenue shortfalls can negatively impact the City's ability to provide essential services; and

WHEREAS, the City Council believes that establishing two financial accounts for specific matters, a Budget Stabilization Fund and a Capital and Infrastructure Fund, will help ensure that dedicated resources are available for the City’s future needs; and

WHEREAS, the creation of a Budget Stabilization Fund will provide a reserve to mitigate revenue volatility and support the continuity of municipal operations during periods of financial distress; and

WHEREAS, the City of New Castle acknowledges the need for ongoing investment in capital assets, infrastructure maintenance, and improvements to sustain economic growth and public welfare; and

WHEREAS, a Capital & Infrastructure Fund will ensure dedicated resources for maintaining and replacing the City’s infrastructure, including roads, public buildings, parks, utilities, and other capital projects; and

WHEREAS, prudent fiscal management requires that such funds be established with clear guidelines for deposits, withdrawals, and appropriate use of funds.

NOW, THEREFORE, making the express finding that the provisions of this Ordinance enhance and promote the health, safety, and welfare of the City of New Castle, be it ordained by the Council of the City of New Castle Council as follows:

SECTION 1: The City Code is hereby amended by adding the following new Chapter titled “Specific Financial Accounts”:

CHAPTER 222 Specific Financial Accounts

Article I Budget Stabilization Fund

§ 222-1 Appropriation to be included in the budget.

In preparing the annual budget for the City of New Castle, the City Council shall include an appropriation for a Budget Stabilization Fund (hereinafter “BSF”) consistent with this Article.

§ 222-2 Accumulated balance to be maintained.

Beginning in Fiscal Year 2027, the City shall aim to maintain a total beginning balance of the Budget Stabilization Fund (BSF), equal to at least fifty percent (50%) of the City’s operating budget for the prior fiscal year, as measured at the start of each fiscal year on July 1. Temporary fluctuations below this threshold during the fiscal year are permitted due to the timing of revenues and expenditures, provided the balance is reassessed by the beginning of the following fiscal year.

§ 222-3 Method of funding.

The BSF shall be funded as follows:

- A. Annually, following the close of the fiscal year and the completion of the City's financial audit, twenty-five percent (25%) of actual General Fund revenues in excess of the adopted operating budget shall be transferred into the BSF, no later than two weeks following the Council's adoption of the audit.

§ 222-3 Expending of funds.

- A. Use during natural disaster or public emergency.
 - (1) Funds accumulated in the BSF may be expended if the City shall be included within a geographical area declared to be a natural disaster by the President of the United States of America or by the Governor of the State of Delaware, or by the Mayor of the City of New Castle (as authorized by Chapter 28, 28-3 of the Municipal Code).
 - (2) Funds accumulated in the BSF may also be expended by the City Council when, in its discretion, it declares a public emergency.
 - (3) Funds expended from the BSF under this Section, shall not exceed one-hundred-percent (100%) of the balance contained therein and shall be expended only for those purposes approved by a majority of the members elected to the City Council.
- B. Use during period of reduced revenues or increased expenditures.
 - (1) Funds accumulated in the BSF may be expended to fund the City's annual operating budget during a period of reduced revenues or increased expenditures, including due to reductions in the transfer tax, building permits, and accrued interest.
 - (2) Funds expended from the BSF in any given fiscal year shall not exceed five percent (5%) of the City's operating budget and shall be expended only upon approval by a majority of the members

elected to the City Council. No accumulated funds shall be expended under this Section until the fiscal year 2027 annual operating budget.

- (3) No more than twenty percent (20%) of an authorized BSF withdrawal in any given fiscal year may be utilized to support personnel costs, including payroll or costs associated with labor contract negotiations, unless approved by a majority vote of the members elected to City Council. For purposes of this Section, “personnel costs” include, but are not limited to, salaries, wages, benefits, bonuses, and financial commitments related to the City’s collective bargaining agreements.
- (4) Notwithstanding the provisions of this Section to the contrary, at any time that the City Council may deem necessary and appropriate, the remaining balance may be expended from the BSF by a majority vote of the members elected to the City Council.

§ 222-5 Funds to be considered encumbered.

- A. Funds accumulated in the BSF will not be considered unexpended and unencumbered funds at the end of the budget year.
- B. Funds accumulated in the BSF will be considered encumbered funds.

Article II Capital and Infrastructure Fund

§ 222-6 Appropriation to be included in the budget.

In preparing the annual budget for the City of New Castle, the City Council will include an appropriation for a Capital and Infrastructure Fund (hereinafter “CIF”).

§ 222-7 Definitions.

A. Capital Assets or Capital Improvements

- (1) Tangible or intangible assets owned by the City that have a useful life extending beyond one fiscal year and are used in municipal operations.
- (2) Includes, but is not limited to, buildings, land, vehicles, heavy equipment, and major technology systems.

B. Infrastructure Improvements

- (1) The fundamental physical systems and facilities necessary for the operation of the City, including roads, bridges, sidewalks, public buildings, parks, and utilities.

C. Repair or Replacements

- (1) The restoration, fixing, or substitution of capital assets or infrastructure components that have deteriorated, become obsolete, or reached the end of their functional life.
- (2) Includes routine maintenance when part of a larger project, emergency repairs, and planned replacements to ensure operational efficiency and public safety.
- (3) May also include professional services such as engineering, surveying, and project management necessary to complete the repair or replacement.

§ 222-8 Accumulated balance to be maintained.

- A. Beginning fiscal year 2027, during the annual budget review, the City Administrator will present to the City Council a Capital and Infrastructure Improvements Plan outlining projected needs for the fiscal year and at least five (5) subsequent fiscal years. This plan will identify anticipated projects, estimated costs, funding sources, and timelines, and asset inventory (cars, trucks, technology). The City Administrator must also include provisions for unanticipated capital and infrastructure repairs deemed urgent or necessary due to safety, regulatory compliance, or significant service disruption. The CIF may be used to support such emergency repairs if approved by a majority vote of the members elected to City Council.
- B. The funds to be deposited and maintained in the CIF will be determined each year by the City Council when it considers, among other things, the cost estimates, funding sources and recommended time schedule for each of the capital projects during the presentation of the proposed Capital and Infrastructure Improvements by the City Administrator.
- C. The total accumulated balance in the CIF will be reviewed by City Council during both the mid-year budget review and the annual budget meetings. Beginning in Fiscal Year 2027, the City shall aim to maintain a total accumulated balance in the Capital Improvements Fund (CIF) equal to at least \$500,000. Temporary fluctuations below this threshold during the fiscal year are permitted due to the timing of revenues and expenditures, provided the required balance is reassessed by the beginning of the following fiscal year

§ 222-9 Method of funding.

The CIF will be funded as follows:

- A. Annually, following the close of the fiscal year and the completion of the City's financial audit, seventy-five percent (75%) of actual General Fund revenues in excess of the adopted operating budget shall be transferred into the CIF, no later than two weeks following the Council's adoption of the audit.

§ 222-10 Expending of funding.

- A. Funds accumulated in the CIF may only be expended for the repair, replacement, or improvement of Capital Assets and infrastructure when costs exceed \$2,500 and when approved by a majority of the members elected to the City Council. Eligible repair, replacement, or improvement expenses may include engineering fees, design costs, and other necessary professional services.
- B. Use during natural disaster or public emergency.
 - a. Funds accumulated in the CIF may be expended if the City shall be included within a geographical area declared to be a natural disaster by the President of the United States of America or by the Governor of the State of Delaware, or by the Mayor of the City of New Castle (as authorized by Chapter 28, 28-3 of the Municipal Code).
 - b. Funds accumulated in the CIF may also be expended by the City Council when, in its discretion, it declares a public emergency.
 - c. Funds expended from the CIF under this Section, shall not exceed one-hundred-percent (100%) of the balance contained therein and shall be expended only for those purposes approved by a majority of the members elected to the City Council.
- C. Use during period of reduced revenues or increased expenditures.
 - a. Funds accumulated in the CIF may be expended to fund the City's annual operating budget during a period of reduced revenues or increased expenditures, including due to reductions in the transfer tax, building permits, and accrued interest.

§ 222-11 Funds to be considered encumbered.

- A. Funds accumulated in the CIF will not be considered unexpended and unencumbered funds at the end of the budget year.
- B. Funds accumulated in the CIF will be considered encumbered funds.

SECTION 2: An initial deposit into a Budget Stabilization Fund, created pursuant to this Ordinance, of \$4,000,000 shall be allocated from the City's money market retention appropriation, upon adoption of this ordinance.

SECTION 3: An initial deposit into a Capital and Infrastructure Fund, created pursuant to this Ordinance, of \$2,000,000 shall be allocated from the City's money market retention appropriation; upon a vote by Council following completion of the FY26 mid-year budget review.

SECTION 4: If any section, subsection, sentence, clause or phrase of this Ordinance is for any reason held to be unconstitutional or invalid, such decisions shall not affect the validity of the remaining portions of this Ordinance.

SECTION 5: In the event any existing Ordinances or parts of Ordinances are in conflict herewith, the provisions of this Ordinance shall control.

SECTION 6: This Ordinance shall become effective immediately upon its adoption and approval.

First Reading April 8, 2025

Second Reading July 8, 2025

Signed this 8th day of July, 2025



Suzanne Souder, President of City Council

Attest: 
_____ Courtaney Taylor, City Clerk

Approved: 
_____ Valarie Leary, Mayor

City of New Castle Delaware
Regular City Council Meeting
New Castle Senior Center – 400 South Street
Meeting Held in Person and via Zoom
Tuesday, July 8, 2025
7:00 p.m.

Call to Order: 7:00 PM

Roll Call

Present: Council President Suzanne M. Souder
Councilperson Andrew Zeltt
Councilperson Brian M. Mattaway
Councilperson Joseph F. Day, III
Councilperson Nermin Zubaca

Also present: Antonina Tantillo, City Administrator
Lisa Hatfield, City Solicitor
Mayor Valarie Leary
James Whisman, City Treasurer
Jeffrey Bergstron, City Building Official
Christopher Rogers, City Planner
Police Chief Richard McCabe
Fire Captain Timothy Moore

Council President Souder called the July 8, 2025, City Council meeting to order at 7:00 p.m. The assembly stood for the Pledge of Allegiance. Roll call followed and a quorum to conduct business was declared.

Minutes

Minutes of June 10, 2025

A motion to approve the minutes of the June 10, 2025, City Council Meeting as presented was made by Councilperson Day. The motion was seconded by Councilperson Zeltt and was unanimously passed.

Minutes of June 11, 2025

A motion to approve the minutes of the June 11, 2025 City Council Budget Workshop as presented was made by Councilperson Day. The motion was seconded by Councilperson Zeltt and was unanimously passed.

Minutes of June 18, 2025

A motion to approve the minutes of the June 18, 2025, City Council Budget Workshop as presented was made by Councilperson Day. The motion was seconded by Councilperson Zeltt and was unanimously passed.

Minutes of June 25, 2025

A motion to approve the minutes of the June 25, 2025, City Council Budget Workshop as presented was made by Councilperson Day. The motion was seconded by Councilperson Zeltt and was unanimously passed.

Minutes of June 26, 2025

A motion was made to approve the minutes of the June 26, 2025, City Council special meeting as presented was made by Councilperson Day. The motion was seconded by Councilperson Zeltt and was unanimously passed.

Treasurer's Report

Mr. Whisman presented the unaudited Treasurer's Report as of June 30, 2025:

Total unrestricted funds	\$ 8,395,379.44
Total restricted funds	\$ 2,844,714.57
Total cash	\$11,240,094.01

Mr. Whisman stated that at the end of the fiscal year the city had revenues of \$6,326,000 and expenses of \$6,382,000 and the deficit was covered by funds in the account.

Councilperson Zubaca asked the City Administrator to provide the amount that was spent from both the restricted funds and the unrestricted funds. Ms. Tantillo noted that once the audit process has been completed she will be able to share those numbers with Council.

A motion to approve the Treasurer's Report as presented subject to audit was made by Councilperson Zubaca, seconded by Councilperson Mattaway, and was unanimously passed.

Reports from the City Administrator and Staff

Report From the City Administrator

Ms. Tantillo reported the following:

- FY26 Budget – The Budget was approved on June 26th. A property tax increase was approved. Tax bills will be sent out by the end of July. Eligibility requirements for senior and disability discounts have been expanded, and residents should call the city office to make an appointment to see if they qualify.
- Delaware River Trail Study – The project should be complete in the next month and a presentation will be made to Council in August or September.
- Delaware Street Railroad Crossing – The railroad improvements should be completed this summer, and the rest of the project should be completed by spring/summer of 2026.
- WILMAPCO Walkability Study – The Historic Area will be done beginning on August 6th. The second study on other areas of the study will be done in the fall.

- Citywide Paving and ADA Sidewalk Contracts – Both projects are still underway.
 - Dobbinville Fishing Pier – DNREC is working on Permit approvals and it is hoped that construction will begin next year, if not sooner.
 - Summer Intern – The summer intern has been a great asset to the city office. The Biden School PhD student will be working on infrastructure needs and capital planning.
 - Grant Updates
 - The city applied for the ORPT Grant pre-application last month and was accepted to continue with the full Grant application that is due in September. This Grant will be focused on the Delaware River Trail Study.
 - The city applied for and received a Homeland Security Grant for security barricades that will help to ensure continued safety at future city events.
 - The city applied for a Safe Streets For All Grant to establish Safety Action Plan to highlight ways to improve safety on the streets and around the railroad crossings.
 - The city will apply for another Delaware Bike Council Grant for the Delaware River Trail Study.
 - The city applied for another Cybersecurity Grant this month through Homeland Security.
 - The city will apply for additional Grants throughout the month.
 - The city received Bond Bill funds for three (3) projects:
 - \$100,000 – Flood Vulnerability Study Project
 - \$55,000 – Police Department HVAC Building Upgrades
 - \$150,000 – Administration Building Upgrades
- Projects for which the city did not receive Bond Bill funding:
- Street projects were not approved for municipalities. Ms. Tantillo detailed the streets for which funding was not approved. The city did receive Municipal Street Aid funding that will help pursue some of the projects.
 - Feasibility Study for future potential property locations.
 - Street Light installation at Jacquette Square.
- Ms. Tantillo will continue to research potential funding for these projects.
- Dog Park – Ms. Tantillo is working with the City Engineer to draft specs for the fencing and other amenities and an update will be given at the August Council meeting.
 - Code Red – Ms. Tantillo encouraged all residents to sign up for Code Red to receive important notifications.
 - Charter Changes – SB144 regarding variable tax rates was approved by the House and the Senate we are awaiting the Governor’s signature. SB127 regarding gross taxes on rentals has been on hold and will move to next year.

In response to questions from Councilperson Zubaca, Ms. Tantillo and Councilperson Zeltt stated that:

- In looking through the Bond Bill, no street projects were funded throughout the state.
- Councilperson Zeltt reached out to M&T and was informed that there is no funding at this time. He will apply at the end of this year or the beginning of next year.
- Curbing on 4th and 5th Streets has been installed, but additional work will be done after the bricks settle. The pavement will be done once all the sidewalks are complete.

Report from Chief McCabe

Chief McCabe reported that:

- Directive Patrol Assignments are currently being focused on Wilmington Road and 7th Street based on citizens' complaints regarding speeding.
- Officers are also focused on enforcement related to street sweeping. The goal is to post a reminder on the Sunday before street sweeping begins that residents should move their cars.
- River Road Project – The project began on Monday morning. The Department and other agencies have done outreach to inform residents. They are trying to encourage people to stay off West 6th Street. Officers will be on site during morning and afternoon rush hours for the first few days and will then focus on Thursdays and Fridays. In response to questions from Council, Chief McCabe explained where signage has been posted, the reason “Bridge Out” was chosen for the signage, and noted that the project is expected to be completed in four (4) weeks.
- Code Red – Chief McCabe encouraged residents to sign up for Code Red.

Report from Mr. Bergstrom

Mr. Bergstrom stated that the School Street paving project will begin on Wednesday or Thursday. It is expected the project will be completed within four (4) weeks.

Council Communications

Councilperson Day

Councilperson Day thanked Ms. Tantillo for her assistance with drainage complaints and other constituent issues.

Councilperson Zeltt

- In response to a question from Councilperson Zeltt, Ms. Tantillo stated that work has already begun for the 250th Anniversary celebration.
- The first street sweeping will be the week of July 21st. On July 20th notifications will be sent out via Code Red.
- Summer Concerts begin on July 9th with Lily Reynolds and will continue weekly through August 6th.
- Councilperson Zeltt asked for volunteers to help organize a Day in Old New Castle.

Councilperson Zubaca

- Councilperson Zubaca hoped that everyone had a great July 4th.

- Councilperson Zubaca thanked Rehoboth Beach Staff for giving him a tour.

Councilperson Mattaway

- Councilperson Mattaway acknowledged the passing of several New Castle residents:
 - Mr. Bernard Pinkett – Mr. Pinkett was a lifelong resident of Buttonwood who attended the Buttonwood Colored School and was a member of the Buttonwood United Methodist Church.
 - Mr. Wayne Houghton – Mr. Houghton was a New Castle resident since 2020.
- Councilperson Mattaway thanked New Castle’s legislators for their work during the past Legislative Year.
- Legislative Updates
 - The City of Newark was provided a green light to tax University of Delaware students, which is expected to generate \$2.4M in additional income.
 - Marijuana sales have been legalized in the State of Delaware and will commence in August. Dover, Wilmington and New Castle County are considering efforts to challenge and seek opportunities to also collect funds.
 - New Castle County Council signed off on updates and increases in impact fees.
- Councilperson Mattaway thanked New Castle Councilmen Caneco and Carter for their recent visit to New Castle.
- July 12th from 5:00 p.m. to 8:00 p.m. the Buttonwood Colored School Museum will host Dancing for a Cause with proceeds going toward revitalization of that building and programming to support the Wilmington Ballet.
- A Blood Drive With a Twist will be held in September.

Report from the Council President

- Council President Souder also hoped that everyone had a wonderful July 4th.
- Council passed a budget for FY26 that began on July 1st. Council President Souder read a prepared statement regarding the budget, that stated, in part:

It includes an increase in property taxes. This was not done lightly and Council tried to help seniors and those with disabilities with limited income by increasing both the income limits for an exemption and the amount to be exempted. The details were discussed and agreed upon during seven (7) public meetings. It was known from the beginning that funds would either have to be drawn from reserves or raise taxes to meet necessary expenses. Hiring was delayed and other measures were taken to reduce the budget, but the tax increase was still necessary. The increase was not needed due to special projects, but was needed to meet the ongoing expenses necessary to operate a city: competitive salaries to attract and retain qualified police officers and city employees, insurance, cybersecurity, maintenance on buildings and vehicles, and much more; including services residents deserve and expect. Council discussed raising taxes in 2019 and probably would have done so in 2020 if not for the pandemic. Then an influx of Federal funds received from the pandemic covered both extra expenses due to the

pandemic and other expenses as well. Those funds are not ongoing and the city needed to increase taxes at this time. Not doing so would only prolong the problem and result in an even larger increase in the future.

Business From the Mayor

Mayor Leary deferred her report so the meeting could proceed due to the weather.

Comments from Good Will Fire Company

Captain Moore reported that:

- Captain Moore explained changes in the Report.
- Firefighters responded to a tractor trailer fire on Frenchtown and Basin Roads. The undercarriage of the trailer caught fire and it was quickly mitigated.
- Firefighters responded to a house fire on the southern end of Rt. 9. The fire was contained quickly.

Public Comment

Suzanne Swift – 16 West 4th Street

Ms. Swift reported that ONCOR met its shovel-ready number of \$1.75M+, which opens up a number of Grants that were pledged. Before an order is placed, the designs will be finalized that will include recommendations from the City Architect. The design will be available for Council to vote on next month. It will take six (6) months to build and approximately 2-4 weeks to install. The ribbon cutting date will be spring 2026. Ms. Swift invited all interested parties to visit Lewes where there is a ship that is being considered by ONCOR for Battery Park and provide their feedback before an order is placed.

In response to a question from Councilperson Zeltt, Ms. Swift stated that the playground will be unavailable for approximately 2-4 weeks.

Ms. Swift thanked New Castle's officials and legislators.

Phil Gross – 1301 13th Street

Mr. Gross congratulated Ms. Swift and ONCOR.

Mr. Gross asked what it would take to stop the dog park, noting that only 3 of approximately 75-80 individuals who he polled want the dog park. Council President Souder stated that Council conducted a survey and the majority of respondents wanted a dog park. Mr. Gross asserted that if the dog park is built it should be in Battery Park.

Mr. Gross asserted that the budget did have unnecessary projects in it.

In response to a question from Mr. Gross, Ms. Tantillo explained the projects that the summer intern and the PhD candidate will be working on. She added that in the spring students worked on updates to the City Website that have been forwarded to the State for implementation.

Mr. Gross opposed the appointment of Laura Fontana to the Finance Committee.

Charlie Kentnor – 142 East 2nd Street

Mr. Kentnor opined that the budget process was not totally transparent. He expressed his hope that in the future more time will be allotted so the public can be better informed.

Mr. Kentnor stated he would like to be part of Code Red but was unable to find where to sign up for it; noting that he does not use Facebook.

Mr. Kentnor questioned why street sweeping would be the third full week instead of just the third week. He also opined that if the start-time for street sweeping was moved to 8:00 a.m. many residents would have already left for work and would not need to move their cars. He further opined that after street sweeping is done it should be publicized so people know when they can move their cars back.

Mr. Kentnor asked what items have been addressed from the Comprehensive Plan in the last 10 years.

Ms. Tantillo will provide the Code Red information with Mr. Kentnor. Council President Souder added that information on Code Red was included in the MSC utility bill.

Bill Emory

Mr. Emory suggested that two (2) additional microphones be purchased so each Councilperson can have their own.

Naala Saphir

Ms. Saphir asked Council to consider a bridge over the intersection of Rt. 273 and the Farmers Market, noting that it is very dangerous for pedestrians, bikes, skaters, and scooters to cross the road. Council President Souder explained that intersection is outside the city limits of New Castle, and suggested that Ms. Saphir contact DelDOT or the State Representatives.

Ms. Saphir requested that more benches, trash cans, parks, and bike lanes with reflectors in New Castle. Councilperson Day opined that based on Ms. Saphir's residence, the park could be County Park or private open space.

Councilperson Zubaca suggested that Ms. Saphir contact New Castle County Council or her State Representative for benches and other amenities in the park.

Council President Souder read two (2) comments sent via email:

Keith Adams

Mr. Adams questioned how the city's finances got so out of control as to require a 50% increase in one year; opining that a dog park, fixed picnic tables and bandstands are the last things New Castle needs.

Mr. Adams asked that the Historic Area streets and Battery Park be better policed.

Mr. Adams noted that a letter in the MSC bill stated that some tax funds are used for “cultural events” and asked what cultural events happen in New Castle. He also noted “fix curbs” were in the communication, stating that curbs on The Strand are in desperate need of resetting and the asphalt is in need of attention.

Mr. Adams asked where the Trustees contribution is for the wellbeing of the citizens of New Castle.

Mr. Adams opined that if the Historic Area residents are expected to bear the brunt of tourism they expect more maintenance of infrastructure, attention paid by police, and laws enforced.

Karen Wright

Ms. Wright wrote in opposition of increased development causing traffic issues and asked why the city does not build up the road on Rt. 9 past Dobbinsville. Council President Souder stated that she responded to Ms. Wright and explained the current work being done by DelDOT on Rt. 9.

Council Discussion, Possible Motion and Vote on the 2025 Municipal Comprehensive Land Use Plan Annual Report

Mr. Rogers gave a high-level review of the Comprehensive Annual Report and responded to questions and comments from Council:

- The Report will be revised to reflect that the Sea Level Rise Task Force was later converted to the permanent Flood Resiliency Committee where appropriate.
- Data quantifying the City’s local incentives to the program is in the DDD Annual Report.
- The numbers for the improvements to Battery Park Playground will be updated.
- Mr. Rogers stated that a rough build-out analysis of the city is being prepared but it has not been presented to DelDOT yet. Councilperson Mattaway and Mr. Rogers gave an explanation of the TID for the assembly.
- A reference to the Delaware River Trail as it speaks to transportation, walkable communities, exercise, etc., will be included.
- A reference to the fact that when the proposed 1,000 new units are built New Castle will shift from a majority home-owner community to a majority renter community will be included.
- Mr. Rogers will share the Housing Affordability presentation with Council.

A motion to approve that the Report be submitted to the State with the suggested additions and corrections discussed by Council was made by Councilperson Zubaca. The motion was seconded by Councilperson Mattaway and was unanimously passed.

Council Discussion, Possible Motion and Vote on Resolution 2025-38 – A Resolution Approving a Subdivision Plan Prepared for New Castle Self Storage LLC for Property Known as 300 West Seventh Street.

Mr. Rogers explained that this is a standard re-subdivision plan that is eliminating a lot line and combining two lots into one lot. Mr. Bergstrom further explained that the Resolution will permit the City Clerk to sign-off and allow the re-subdivision to be recorded. There is no impact on any surrounding property and it does not change any requirements of what may or may not be built. Councilperson Day opined that the extinguishment of the lot line extinguishes a nonconformity. Mr. Bergstrom opined that for zoning purposes the lots are already combined, and the Resolution merely clarifies the matter.

Council President Souder read the Resolution.

A motion to approve Resolution 2025-38 was made by Councilperson Day. The motion was seconded by Councilperson Zubaca and was unanimously passed.

Discussion and possible vote of Ordinance 553 – An Ordinance to amend the City of New Castle Code and establish Chapter 222 Financial Matters, Chapter 222, Article I regarding the establishment of a Budget Stabilization Fund and Chapter 222, Article II regarding the establishment of a Capital and Infrastructure Fund.

Council President Souder suggested that Ordinance 553 be deferred to the newly constituted Finance Committee to take advantage of their expertise and receive their report before Council makes a decision.

Councilperson Zubaca concurred that the Finance Committee would be qualified; however, he requested that Ordinance 553 be discussed and possibly voted on. Council President Souder stated that other advice before a final decision would be helpful. Councilperson Zubaca asked for and received permission to highlight the changes that were made and briefly provide examples.

Councilpersons Zubaca and Mattaway reviewed changes incorporated in the Ordinance and provided simulated examples of the Budget Stabilization and Capital Infrastructure Funds based on historical data as requested.

Councilperson Day stated that he liked the flexibility and emergency provisions in the Ordinance.

Councilperson Mattaway noted that Council will be holding a mid-year budget review and several other meetings toward the end of the year and those meetings can be access points to review the numbers and make adjustments to the Ordinance.

Councilperson Day suggested that it be made clear that in an emergency all funds are available.

A motion to amend Ordinance 553 Section 222-10 to add Section A 1, 2, and 3, and Section B 1 from Section 222-4, Expending Funds from the Budget Stabilization Fund followed by the current language under Section 222-10 was made by Councilperson Zubaca. The motion was seconded by Councilperson Zeltt and a roll-call vote was taken:

Council President Suzanne Souder – Yes

Councilperson Joseph Day – Yes

Councilperson Nermin Zubaca – Yes

Councilperson Andrew Zeltt – Yes

Councilperson Brian Mattaway – Yes

The motion passed unanimously.

In response to a question from Councilperson Day, it was noted that the City has the ability to float bonds for capital improvements. Council President Souder opined that if it is over a certain amount there must be a Referendum. A discussion of floating bonds ensued during which Councilperson Day opined that the City may have to float bonds for some of the large road projects.

Councilperson Zeltt thanked Councilpersons Zubaca and Mattaway for the examples they provided, noting that they helped him understand the Ordinance better. Councilperson Zubaca stated that Ocean View's Infrastructure Plan was very helpful; noting that they have been the recipient of the Outstanding Budget Award for several years straight.

Council President Souder noted that Councilpersons Zubaca and Mattaway are proposing taking \$6M for the Budget Stabilization Fund and \$2M for the Capital Infrastructure Fund from unrestricted funds if it is done this year. Councilperson Zubaca stated that if the Ordinance is passed, the Treasurer's Report would reflect the movement of funds from unrestricted to restricted next month. Ms. Tantillo said the transfer of funds would not be made until the Audit is complete; adding that she would have concerns with moving the funds this year. Councilperson Day opined that it would be better to wait until after the mid-year budget review. Ms. Tantillo concurred. Councilperson Zubaca noted that if the funds are not moved immediately the Ordinance would have to be amended.

Ms. Tantillo stated she would be more comfortable waiting until after the mid-year budget review. Ms. Tantillo also noted that she has contacted two organizations who can help manage this; and that she would like the organizations to make presentations to both the City Council and the Finance Committee.

A motion was made by Councilperson Day to amend Section 222-1, Sections 2 and 3 to strike "upon adoption of this Ordinance" and change it to "upon completion of the FY26 mid-year budget review".

Ms. Tantillo asked if the number could be reduced. Councilperson Mattaway suggested that some funding be approved immediately for the Budget Stabilization Fund with funding for the Capital Infrastructure Fund after the mid-year budget review.

Councilperson Zubaca recommended that only Section 3 be amended. Ms. Tantillo agreed that would be acceptable.

There was no second to the motion on the floor, and the motion failed.

A motion was made by Councilperson Zubaca to amend Section 222-11, Section 3, to strike “upon adoption of this Ordinance” and replace it with “upon a vote by Council following completion of the FY26 mid-year budget review”. The motion was seconded by Councilperson Zeltt and a roll-call vote was taken.

Council President Suzanne Souder – Yes

Councilperson Joseph Day – Yes

Councilperson Nermin Zubaca – Yes

Councilperson Andrew Zeltt – Yes

Councilperson Brian Mattaway – Yes

The motion passed unanimously.

A motion to adopt Ordinance 553 as amended was made by Councilperson Zubaca. The motion was seconded by Councilperson Day and a roll call vote was taken.

Council President Suzanne Souder – Yes

Councilperson Joseph Day – Yes

Councilperson Nermin Zubaca – Yes

Councilperson Andrew Zeltt – Yes

Councilperson Brian Mattaway – Yes

The motion passed unanimously.

Council Discussion, Possible Motion and Vote on Resolution 2025-32 – A Resolution to Appoint Laura Fontana to the Finance Committee for a 3-year term.

Laura Fontana – Finance Committee – Term Ending July 8, 2028

Council President read the Resolution, noting a clerical error that will be corrected. In Ms. Fontana’s absence, Council President noted her qualifications.

A motion to approve Resolution 2025-32 was made by Councilperson Day. The motion was seconded by councilperson Zubaca and was unanimously passed.

Council Discussion, Possible Motion and Vote on Resolution 2025-34 – A Resolution to Appoint Chris Cashman to the Finance Committee for a 2-year term.

Chris Cashman – Finance Committee – Term Ending July 8, 2027

Council President stated that the Whereas Clauses are identical and read the Resolution. In Mr. Cashman’s absence, Council President noted his qualifications.

A motion to approve Resolution 2025-34 was made by Councilperson Day. The motion was seconded by Councilperson Zubaca and was unanimously passed.

Council Discussion, Possible Motion and Vote on Resolution 2025-35 – A Resolution to Appoint Jonathan Justice to the Finance Committee for a 1-year term.

Jonathan Justice – Finance Committee – Term Ending July 8, 2026

Council President stated that the Whereas Clauses are identical and read the Resolution. Council President Souder noted Mr. Justice’s qualifications.

A motion to approve Resolution 2025-35 was made by Councilperson Zubaca. The motion was seconded by Councilperson Day and was unanimously passed.

Council Discussion, Possible Motion and Vote on Resolution 2025-36 – A Resolution to Appoint Councilperson Joseph Day to the Council Seat on the Finance Committee.

Council President Souder read the Resolution.

A motion to approve Resolution 2025-36 was made by Councilperson Zubaca. The motion was seconded by Councilperson Zeltt and was unanimously passed.

Council Discussion, Possible Motion and Vote on Resolution 2025-37 – A Resolution to Appoint Bill Emory to the Flood Resiliency Committee.

Bill Emory – Flood Resiliency Committee – Term Ending February 13, 2027

Council President read the Resolution.

A motion to approve Resolution 2025-37 was made by Councilperson Day. The motion was seconded by Councilperson Zubaca and was unanimously passed.

Mr. Emory stated he will strive to serve the Committee and Council to the best of his abilities. Council President Souder noted Mr. Emory’s qualifications.

Council Discussion, Possible Motion and possible vote on amending the composition of the Finance Committee.

Councilperson Zubaca proposed having only one Council member on the Committee and appointing two additional residents. An in-depth discussion of the composition of the Finance Committee ensued. At the conclusion of the discussion the consensus of Council was that the composition of the Finance Committee would not be amended at this time. Councilperson Zubaca thanked Council members for the discussion.

City Council Regular Meeting
July 7, 2025

There being no further business to discuss, Council President Souder called for a motion to adjourn.

A motion to adjourn was made by Councilperson Day and seconded by Councilperson Zeltt. The motion was unanimously passed and the meeting adjourned at 9:30 p.m.

Respectfully submitted,

Kathleen R. Weirich
City Stenographer

Next Regular Meeting Date: August 12, 2025