



NEW CASTLE COUNTY COUNCIL ADMINISTRATIVE-FINANCE COMMITTEE MEETING

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

**December 9, 2025
5:00 PM**

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

UPDATED AGENDA

A. Call To Order/Roll Call

B. Approval of Minutes

C. Review/Discussion of Resolution(s)

R25-205: TO AMEND NEW CASTLE COUNTY COUNCIL EMPLOYEE HANDBOOK SECTION 7.2 REGARDING FAMILY AND MEDICAL LEAVE AND NEW SECTION 7.3 PAID FAMILY AND MEDICAL LEAVE

Prime Sponsor(s): Ms. George, Ms. Kilpatrick

D. Review/Discussion of Ordinance(s)

°25-150: AMEND THE FY2026 APPROVED OPERATING BUDGET: REALIGN \$486,725 FROM THE BENEFITS CONTINGENCY TO THE DELAWARE PAID FAMILY & MEDICAL LEAVE INSURANCE PROGRAM CONTINGENCY TO COMPLY WITH THE HEALTHY DELAWARE FAMILIES ACT

Prime Sponsor(s): Mr. Smiley, Mr. Cartier

E. New Castle County Grant Requests/Community Events

- Revised Grant Matrix 12/9/25

F. Expense and Revenue Round Table

G. Other

H. Public Comment

I. Council Member Comment

J. Adjournment**UPDATED AGENDA POSTED: December 2, 2025**

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*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 *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.

RESOLUTION NO. 25-205

**TO AMEND NEW CASTLE COUNTY COUNCIL
EMPLOYEE HANDBOOK SECTION 7.2
REGARDING FAMILY AND MEDICAL LEAVE
AND NEW SECTION 7.3 PAID FAMILY AND MEDICAL LEAVE**

1 **WHEREAS**, from time to time, it becomes necessary for New Castle County
2 Council to update or amend the New Castle County Council Employee Handbook (the
3 “Handbook”); and
4

5 **WHEREAS**, there are times, as here, where County Council has determined it is
6 best to update certain policies in order to ensure consistency with current laws and/or
7 changes in societal norms and expectations; and
8

9 **WHEREAS**, policies and procedures in the Handbook are subject to adoption or
10 revision upon a majority vote of County Council; and
11

12 **NOW, THEREFORE, BE IT RESOLVED** by and for the County Council of New
13 Castle County that County Council hereby amends the New Castle County Council
14 Employee Handbook by adding the material that is underscored and deleting the
15 material with strikethroughs as set forth below.
16

17 **7.2. Family and Medical Leave**

18 Subject to the definitions and requirements provided in the Family and Medical
19 Leave Act (“FMLA”) Policy, an eligible employee may request and will be granted up
20 to ~~twelve (12)~~ 12 work weeks of unpaid family or medical leave during any ~~twelve~~
21 ~~(12)~~ 12 month period for one or more of the following events:
22

- 23 • The birth or first year care of a child;
- 24 • The placement of a child for adoption or foster care in the employee’s
25 home;
- 26 • The care of the employee’s spouse, child or parent with a serious health
27 condition; or
- 28 • The employee’s serious health condition which renders the employee
29 unable to perform the functions of the employee’s position.
30

31 The employee must request leave by contacting the Clerk’s Office ~~thirty (30)~~ 30 days in
32 advance when the leave is foreseeable. If the leave is not foreseeable, the employee
33 must provide as much notice as practicable. When permitted by law, the employee
34 shall substitute accrued paid leave (including absences due to worker’s compensation
35 injuries or illnesses) for unpaid FMLA leave. Employees are required to provide
36 medical documentation to the Clerk of Council in support of any leaves of absence
37 taken under FMLA or for any other medical leave of absence.

The employee may elect to continue health insurance during the period of such leave, and, with some exceptions, is entitled to return to the same or equivalent position upon completion of the leave.

Where an employee qualifies for paid leave pursuant to other policies in this Handbook, including but not limited to paid leave under the Delaware Paid Family & Medical Leave, such sources of paid leave shall run concurrently with FMLA leave. Additionally, employees may choose to use accrued but unused paid time off ("PTO") to cover any period of unpaid leave under the FMLA.

7.3. Delaware Paid Family & Medical Leave

Effective January 1, 2026, in addition to the other benefits available under this Handbook, employees may be entitled to leave under the Healthy Delaware Families Act. Benefits under this policy will run concurrently with Family and Medical Leave where applicable, and may also run concurrently with sick leave and/or vacation leave, consistent with applicable law.

To be eligible for benefits under this policy, an employee must have been employed by the County for twelve months, have worked 1,250 hours in the 12 months immediately preceding the first day of leave, and must be seeking leave for a covered purpose.

Leave is available for the following reasons:

1. Recovery and bonding following the birth, adoption, or fostering of a Child;
2. Time off to care for a Child, Spouse, or Parent, due to the serious health condition of the Child, Spouse or Parent;
3. Time off to recover from the Team Member's own serious health condition; or
4. Qualified exigencies relating to the military deployment of a Team Member's Child, Spouse, or Parent.

Individuals who qualify for paid leave under this policy may receive up to 80% of their regular weekly wages.

Additional information about Delaware Paid Family & Medical Leave benefits may be obtained from the Clerk's Office. Employees wishing to obtain benefits under this policy should contact the Clerk's Office immediately upon becoming aware of the need for such leave. In the event of any conflict between this policy and any insurance policy governing such benefits, the terms of the insurance policy shall govern.

Coordination of Benefits

Where an employee is eligible for both short-term disability benefits and Delaware Paid Family & Medical Leave, both benefits will run concurrently, and the employee may receive income replacement from two sources. Similarly, employees are permitted to use accrued but unused paid time off ("PTO") to supplement any benefits available under this policy. Under no circumstances may an employee receive more than 100% of their

81 regular weekly wage through any combination of sources. To the extent there is any
82 conflict between this Handbook and any applicable insurance policies, the plan
83 documents will govern.

84 ...

85 The Clerk of Council is hereby authorized to re-number existing Handbook sections 7.3
86 through 7.9 in appropriate chronological sequence.

87
88 These Policy updates to the New Castle County Council Employee Handbook will take
89 effect on January 1, 2026.

Adopted by County Council of
New Castle County on:

Monique Williams-Johns
President of County Council
of New Castle County

SYNOPSIS: This Resolution provides for revisions and updates to the Employee Handbook, Section 7.2 regarding Family and Medical Leave. In addition, this Resolution provides for the addition of new Section 7.3 Delaware Paid Family & Medical Leave to County Council's Employee Handbook.

FISCAL NOTE: There is no discernible fiscal impact.

ORDINANCE NO. 25-150

**AMEND THE FY2026 APPROVED OPERATING BUDGET:
REALIGN \$486,725 FROM THE BENEFITS CONTINGENCY TO THE DELAWARE PAID
FAMILY & MEDICAL LEAVE INSURANCE PROGRAM CONTINGENCY TO COMPLY
WITH THE HEALTHY DELAWARE FAMILIES ACT**

1 **WHEREAS**, New Castle County is required to comply with the Healthy Delaware
2 Families Act relating to the Family and Medical Leave Insurance Program (153rd General
3 Assembly, House Substitute 1 for House Bill 128, signed into law July 30, 2025); and
4

5 **WHEREAS**, starting January 1, 2026, this Paid Family and Medical Leave Insurance
6 Program (PFML) requires that eligible Delaware workers be allowed up to 12 weeks of
7 partially paid leave to address their own serious health condition, care for a family member
8 with a serious health condition, bond with and care for a new child, or address the impact of
9 a family member's military deployment; and
10

11 **WHEREAS**, in accordance with 19 Del. C. § 1401-17.4, to retain self-insurance
12 approval, New Castle County Government is required to establish, maintain and fund a
13 separate account for family and medical leave claims no later than January 1, 2026; and
14

15 **WHEREAS**, based on 19 Del. C. § 1401-17.4.7, New Castle County is required to
16 fund \$486,725 in this account for the remainder of FY2026 (January 2026 through June
17 2026); and
18

19 **WHEREAS**, \$486,725 will be realigned from the Benefits Contingency to the newly
20 created PFML Contingency; and
21

22 **WHEREAS**, the revenue measures heretofore adopted by the County Council are, in
23 the opinion of the County Executive, estimated to yield sums at least sufficient to balance
24 the proposed expenditures as set forth in the Approved Annual Operating Budget as
25 hereinafter amended.
26

27 **NOW, THEREFORE, THE COUNTY OF NEW CASTLE HEREBY ORDAINS:**
28

29 Section 1. The Annual Operating Budget for the fiscal year beginning July 1, 2025,
30 is hereby amended by deleting the material stricken and adding the material underscored
31 on the attached "Exhibit A."
32

33 Section 2. The foregoing amendment shall be considered a part of the Annual
34 Operating Budget for the fiscal year beginning July 1, 2025, and shall be effective
35 retroactively as though incorporated initially in the Annual Operating Budget.
36

37 Section 3. This Ordinance shall become effective immediately upon its adoption by
38 County Council and approval by the County Executive, or as otherwise provided in 9 Del.
39 C. § 1156.

Adopted by County Council of
New Castle County on:

Monique Williams-Johns
President of County Council
of New Castle County

Approved on:

Marcus Henry
County Executive
New Castle County

SYNOPSIS: This Ordinance, if approved, amends the FY2026 Approved Operating Budget by realigning \$486,725 from the Benefits Contingency, and creates the Paid Family & Medical Leave Insurance Program (PFML) Contingency to comply with the Healthy Delaware Families Act.

FISCAL NOTE: This Ordinance, if approved, amends the FY2026 Approved Operating Budget by realigning \$486,725 from the Benefits Contingency, and creates the Paid Family & Medical Leave Insurance Program (PFML) Contingency to comply with the Healthy Delaware Families Act.

This realignment of funding will result in no increase to the FY2026 Approved Operating Budget as the legislation is a transfer of funds between Contingencies. Funding will need to be included in the FY2027 Requested Operating Budget for the full year.

Acknowledged by the Chief Financial Officer November 5, 2025.

COUNTY COUNCIL

Salaries and Wages	\$	2,708,793
Benefits		1,525,869
Training and Civic Affairs		69,428
Communication and Utilities		16,274
Materials and Supplies		58,986
Contractual Services		256,281
Equipment		3,363
Grants and Fixed Charges		312,220
Operating Transfer Charges		195,519
Total	\$	5,146,733
Total Authorized Full-Time Positions		35

COUNTY EXECUTIVE

Salaries and Wages	\$	2,305,318
Benefits		1,293,169
Training and Civic Affairs		41,978
Communication and Utilities		19,550
Materials and Supplies		22,136
Contractual Services		247,891
Equipment		1,000
Grants and Fixed Charges		295,771
Contingency		55,000
Operating Transfer Charges		112,454
Total	\$	4,394,267
Total Authorized Full-Time Positions		17

DEPARTMENT OF ADMINISTRATION

Salaries and Wages	\$	14,072,608
Benefits		7,834,901
Training and Civic Affairs		190,005
Communication and Utilities		8,380,342
Materials and Supplies		157,693
Contractual Services		8,546,486
Equipment		428,395
Grants and Fixed Charges		3,987,850
Operating Transfer Charges		1,197,550
Operating Transfer Credits		(14,044,103)
Total	\$	30,751,727
Total Authorized Full-Time Positions		168

DEPARTMENT OF PUBLIC WORKS

Salaries and Wages	\$	28,756,814
Benefits		16,093,269
Training and Civic Affairs		45,445
Communication and Utilities		27,456,675
Materials and Supplies		4,962,521
Contractual Services		11,103,035
Equipment		511,758
Grants and Fixed Charges		1,549,759
Land and Structures		50,000
Operating Transfer Charges		4,841,323
Operating Transfer Credits		(7,876,371)
Total	\$	87,494,228
Total Authorized Full-Time Positions	389	

DEPARTMENT OF LAND USE

Salaries and Wages	\$	8,986,033
Benefits		5,031,240
Training and Civic Affairs		66,975
Communication and Utilities		103,015
Materials and Supplies		107,727
Contractual Services		1,524,109
Equipment		67,740
Grants and Fixed Charges		56,500
Operating Transfer Charges		1,071,279
Total	\$	17,014,618
Total Authorized Full-Time Positions	113	

DEPARTMENT OF COMMUNITY SERVICES

Salaries and Wages	\$	13,653,916
Benefits		5,874,643
Training and Civic Affairs		18,920
Communication and Utilities		1,577,473
Materials and Supplies		1,628,039
Contractual Services		3,887,527
Equipment		36,919
Grants and Fixed Charges		3,235,149
Operating Transfer Charges		1,396,115
Operating Transfer Credits		(243,749)
Total	\$	31,064,952
Total Authorized Full-Time Positions	162	

DEPARTMENT OF PUBLIC SAFETY

Salaries and Wages	\$	78,231,240
Benefits		43,444,049
Training and Civic Affairs		205,206
Communication and Utilities		992,877
Materials and Supplies		1,319,347
Contractual Services		2,458,322
Equipment		1,661,783
Grants and Fixed Charges		11,672,040
Operating Transfer Charges		8,501,518
Total	\$	148,486,382
Total Authorized Full-Time Positions		729

REGISTER OF WILLS

Salaries and Wages	\$	1,219,161
Benefits		669,258
Training and Civic Affairs		34,950
Communication and Utilities		10,257
Materials and Supplies		10,053
Contractual Services		62,715
Equipment		2,800
Operating Transfer Charges		97,749
Total	\$	2,106,943
Total Authorized Full-Time Positions		20

RECORDER OF DEEDS

Salaries and Wages	\$	1,377,085
Benefits		764,405
Training and Civic Affairs		40,170
Communication and Utilities		30,665
Materials and Supplies		12,398
Contractual Services		83,945
Equipment		6,150
Grants and Fixed Charges		18,350
Operating Transfer Charges		172,975
Total	\$	2,506,143
Total Authorized Full-Time Positions		23

SHERIFF

Salaries and Wages	\$	1,482,722
Benefits		835,738
Training and Civic Affairs		29,452
Communication and Utilities		12,261
Materials and Supplies		21,259
Contractual Services		55,999
Equipment		5,000
Operating Transfer Charges		150,197
Total	\$	2,592,628
Total Authorized Full-Time Positions		21

CLERK OF THE PEACE

Salaries and Wages	\$	538,617
Benefits		303,592
Training and Civic Affairs		9,600
Communication and Utilities		3,586
Materials and Supplies		8,754
Contractual Services		18,268
Equipment Replacement		0
Operating Transfer Charges		35,085
Total	\$	917,502
Total Authorized Full-Time Positions		7

DEBT SERVICE

Debt Service	\$	47,892,496
Total	\$	47,892,496
Total Authorized Full-Time Positions		

ETHICS COMMISSION

Salaries and Wages	\$	44,477
Benefits		4,092
Training and Civic Affairs		10,500
Communication and Utilities		1,745
Materials and Supplies		2,450
Contractual Services		235,747
Equipment		500
Operating Transfer Charges		6,796
Total	\$	306,307
Total Authorized Full-Time Positions		0

COUNCIL CONTINGENCY

Contingency		\$	225,000
Total		\$	225,000
Total Authorized Full-Time Positions			

EXECUTIVE CONTINGENCY

Contingency		\$	347,229
Total		\$	347,229
Total Authorized Full-Time Positions			

PERSONNEL CONTINGENCY

Contingency		\$	455,000
Total		\$	455,000
Total Authorized Full-Time Positions			

BENEFITS CONTINGENCY

Contingency	2,250,000	\$	1,763,275
Total	2,250,000	\$	<u>1,763,275</u>
Total Authorized Full-Time Positions			

PFML CONTINGENCY

<u>Contingency</u>	0	\$	<u>486,725</u>
Total	0	\$	<u>486,725</u>
Total Authorized Full-Time Positions			

ATTRITION CONTINGENCY

Personal Services - Salaries and Wages		\$	(6,107,378)
Personal Services - Employee Benefits		\$	(3,442,422)
Total		\$	(9,549,800)
Total Authorized Full-Time Positions			

ONE-TIME CONTINGENCY

Contingency		\$	1,156,231
Total		\$	1,156,231

NEW CASTLE COUNTY

Salaries and Wages	\$	147,269,406
Benefits		80,231,803
Training and Civic Affairs		762,629
Communication and Utilities		38,604,720
Materials and Supplies		8,311,363
Contractual Services		28,480,325
Equipment		2,725,408
Grants and Fixed Charges		21,127,639
Debt Service		47,892,496
Land and Structures		50,000
Contingency		4,488,460
Operating Transfer Charges		17,778,560
Operating Transfer Credits		(22,164,223)
<i>Sub-Total New Castle County</i>	\$	375,558,586
<i>Total Authorized Full-Time Positions</i>		<i>1,684</i>

RESERVE ACCOUNTS ANTICIPATED BALANCES AS OF OCTOBER 28, 2025 (UNAUDITED)

Tax Stabilization Reserve Account	41,409,374
Sewer Rate Stabilization Reserve Account	10,355,693
General Fund Budget Reserve Account	46,910,980
Sewer Fund Budget Reserve Account	19,038,698
<i>Total Reserves:</i>	117,714,745

REVISED
Grant Matrix
12/9/25

GRANT APPLICANT	AMOUNT REQUESTED / AMOUNT PROPOSED	INTENDED USE OF GRANT	Standard Accounting Practices/ Non-Discrimination Policy	PRIOR COUNCIL GRANTS IN CURRENT FISCAL YEAR	COUNCIL MEMBER
Emergency Food Closet of 698 Old Baltimore Pike	\$2500/\$2500	Funds will be used to assist in restocking their pantry due to an increased need.	Yes/Yes	No	George
Pencader Heritage Area Association	\$1862/\$1862	Funds will be used to help replace old/damaged split rail fence and new laptop computer. Both improvements will help to enhance guest/visitor experience	Yes/Yes	No	Tackett
Harmony Hills/ Lexington Square Civic Association		Amend in the intended use of their previously approved \$2500 to include 2025 Landscape cost for the community's entrances.			Sheldon
Delaware Adolescent Program, Inc.	\$400/\$400	Funds will be used for a Christmas project for pregnant and parenting teen girls.	Yes/Yes	No	Williams-Johns