



NEW CASTLE COUNTY COUNCIL ECONOMIC DEVELOPMENT SUBCOMMITTEE MEETING

Co - Chair: Valerie George, Fifth District

Co - Chair: Monique Williams - Johns, Council President

September 9, 2025

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

B. Approval of Minutes

- March 4, 2025

C. Review/Discussion of Resolution(s)

R25-156: APPROVING REVISED CLASS SPECIFICATION FOR GEOGRAPHIC INFORMATION SYSTEMS MANAGER PURSUANT TO NEW CASTLE COUNTY CODE SECTION 26.03.105(F)

Prime Sponsor(s): Ms. Williams-Johns

D. Review/Discussion of Ordinance(s)

°25-112: AMEND THE PAY PLAN AND RATES OF PAY FOR CLASSIFIED SERVICE 40-HOUR WORK WEEK EMPLOYEES REPRESENTED BY THE DELAWARE PUBLIC EMPLOYEES COUNCIL 81, AFSCME, AFL-CIO, AFFILIATE LOCAL 1607 FOR THE CLASS SPECIFICATION OF MASTER MECHANIC FOR THE DEPARTMENT OF PUBLIC WORKS, DIVISION OF PLANT OPERATIONS

Prime Sponsor(s): Ms. Williams-Johns

E. Presentations

- Office of Economic Development Quarterly Update

F. Other

G. Public Comment

H. Adjournment

AGENDA POSTED: 9 - 2 - 2025

*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.

Prime Sponsor(s): Ms. Williams-Johns
Requested by: Administration/HR
Date of introduction: September 9, 2025

RESOLUTION NO. 25-156

**APPROVING REVISED CLASS SPECIFICATION FOR GEOGRAPHIC
INFORMATION SYSTEMS MANAGER PURSUANT TO *NEW CASTLE COUNTY*
CODE SECTION 26.03.105(F)**

1 **WHEREAS**, the *New Castle County Code*, Section 26.03.105 (F), mandates that
2 any change in a position description for a position in either the classified or unclassified
3 service at a pay grade of 28 or above shall be submitted to the County Council for its
4 approval before the change may take effect; and

5
6 **WHEREAS**, the Office of Human Resources determined that this change does
7 not require review by the Human Resources Advisory Board since there are no changes
8 being made to the Pay Plan; and

9
10 **WHEREAS**, the Chief Human Resources Officer reviewed and recommended
11 the changes to the class specification for Geographic Information Systems Manager.

12
13 **NOW, THEREFORE, BE IT RESOLVED** by and for the Council of New Castle
14 County that County Council hereby approves the revised class specification for the
15 position of Geographic Information Systems Manager as set forth in "Exhibit A."

Adopted by County Council of
New Castle County on:

Monique Williams-Johns
President of County Council
New Castle County

SYNOPSIS: This Resolution updates the class specification for the position of Geographic Information Systems Manager. A new date will be assigned to the specification to designate when the changes were made in accordance with the *New Castle County Code*. This change was reviewed and recommended by the Chief Human Resources Officer.

FISCAL IMPACT: There will be no discernable fiscal impact upon the adoption of this Resolution.

Acknowledged by the Chief Financial Officer August 26, 2025.

NEW CASTLE COUNTY GOVERNMENT

Number 0230

Page 1 of 2

CLASS SPECIFICATION

Date 5/11/21

Title: GEOGRAPHIC INFORMATION SYSTEMS
MANAGER**Approved:**

GENERAL STATEMENT OF DUTIES: Manages a professional Geographic Information System (GIS), associated technologies and applications, analysis projects and materials, and manages the staff of this unit.

DISTINGUISHING FEATURES OF THE CLASS: An employee manages the GIS Unit. This includes leading the County's GIS technology, applications, products, projects, and coordinating with other managers and other departments on this work. These solutions often involve complicated or novel approaches to business needs. Work includes establishing policies, procedures and goals relating to the GIS operation and staff. Provides custom GIS solutions for internal and external customers through local and web-served applications. Provides GIS, information technology and management solution advice, guidance, and solutions ~~for to Land Use and other all~~ departments. Daily direction and coordination are maintained with the ~~Land Use General Manager and Assistant General Manager Chief of Technology and/or Deputy Chief of Technology.~~

EXAMPLES OF WORK: (Illustrative Only)

- Supervises and evaluates subordinate GIS staff;
- Supervises supporting staff in the completion of special projects and reviews work to ensure compliance with **technical requirements**, existing policies and procedures;
- Creates, maintains, quality-controls, and coordinates **GIS web services, applications**, databases and organizes GIS file structures;
- Effectively manages and deploys a variety of software programs including GIS, spreadsheets, databases, management applications and coordinates or links them with other software as needed;
- Utilizes a GIS for analysis, products, and applications;
- Performs work necessary to maintain tabular data and digital map files in a manner consistent with recognized standards and maintains quality control;
- Represents New Castle County as a GIS professional at local, state and national events;
- Analyzes data through querying and geo-processing to produce reports, analysis, enhanced data and information, applications, and other products;
- Identifies, evaluates and manages the department's ~~information—system resources, such as hardware, such as vendor relations~~, software and future needs;
- Prepares and presents GIS procedures for training and informational seminars;
- Plans, schedules and reviews application support;
- Prepares exhibits, reports and statistics;
- Reviews aerial photography and makes determinations of features

NEW CASTLE COUNTY GOVERNMENT**Number** 0230**Page** 2 of 2**CLASS SPECIFICATION****Date** 5/11/21**Title:** GEOGRAPHIC INFORMATION SYSTEMS
MANAGER**Approved:**

- Provides direction to technical and professional employees when necessary;
- Oversees and coordinates the GIS operation for Information Systems;
- Provides timely and accurate reports in support of management;
- Works with other managers to integrate GIS and related technology into their work;
- Provides mapping and GIS assistance and information to the public, attorneys, private agencies, County Council, and other government agencies;
- Maintains current knowledge and proficiency in the use of software, hardware and equipment required in the course of work;
- Creates and maintains configuration files for web applications including html, xml, JavaScript and style sheets;
- Promotes an ongoing attitude of dedication to excellent public service and ensures that external and internal customers are provided with the highest quality of service;
- Operates a personal computer, GIS and other related equipment and software in the course of the work.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES: Thorough knowledge of the principles and practices of GIS management, software, data, applications, and projects; good knowledge of cartography, topography, planning, surveying or civil engineering practices; familiarity with **SQL, Python**, CAD, ArcGIS or similar **programs platforms**; ability to supervise subordinate **technical** staff; ability to establish and maintain effective working relationships with other employees; ability to communicate effectively **with both technical and non-technical audiences**.

MINIMUM QUALIFICATIONS: At least five (5) years' experience in drafting, planning, GIS or related work at the level of GIS Analyst and possession of a Bachelor's Degree with major course work in geography, planning or related field; or an equivalent combination of experience, education or training directly related to the required knowledge, skills and abilities. Plus at least one year on GIS management experience. GISP **certification** preferred.

ADDITIONAL REQUIREMENTS: Must pass a Class III County physical examination and background check; possession of a valid Delaware Class D driver's license or its equivalent.

HISTORY OF REVISIONS:

Established: 07/01/16

Revision: 05/11/21

ORDINANCE NO. 25-112

AMEND THE PAY PLAN AND RATES OF PAY FOR CLASSIFIED SERVICE 40-HOUR WORK WEEK EMPLOYEES REPRESENTED BY THE DELAWARE PUBLIC EMPLOYEES COUNCIL 81, AFSCME, AFL-CIO, AFFILIATE LOCAL 1607 FOR THE CLASS SPECIFICATION OF MASTER MECHANIC FOR THE DEPARTMENT OF PUBLIC WORKS, DIVISION OF PLANT OPERATIONS

1 **WHEREAS**, the Department of Public Works has determined that it is necessary
2 to make organizational changes to operate most effectively and to continue to deliver
3 high quality customer service to the residents and businesses of New Castle County;
4

5 **WHEREAS**, the Department of Public Works has determined the class
6 specification for the Master Mechanic needs to be changed from a Pay Grade 23 to Pay
7 Grade 25 (Exhibits "A-B") to reflect the work currently being performed; and
8

9 **WHEREAS**, the Office of Human Resources determined that this change does
10 not require review by the Human Resources Advisory Board since there was no change
11 to the class specifications and it is below a Pay Grade 28; and
12

13 **WHEREAS**, the Chief Human Resources Officer, reviewed and recommended to
14 change the Master Mechanic from Pay Grade 23 to Pay Grade 25 on the Pay Plan and
15 Rates of Pay for Classified Service 40-Hour Workweek Employees Represented by the
16 Delaware Public Employees Council 81, AFSCME, AFL-CIO, Affiliate Local 1607.
17

18 **NOW, THEREFORE, THE COUNTY OF NEW CASTLE HEREBY ORDAINS:**
19

20 Section 1. The Pay Plan and Rates of Pay for Classified Service 40-Hour Work
21 Week Employees Represented by the Delaware Public Employees Council 81,
22 AFSCME, AFL-CIO, Affiliate Local 1607, for the period July 1, 2025 through June 30,
23 2026 as set forth in Exhibit "A", is hereby amended by adding the material that is
24 underscored and deleting the material that is stricken.
25

26 Section 2. The Pay Plan and Rates of Pay for Classified Service 40-Hour Work
27 Week Employees Represented by the Delaware Public Employees Council 81,
28 AFSCME, AFL-CIO, Affiliate Local 1607, for the period July 1, 2026 through June 30,
29 2027 as set forth in Exhibit "B", is hereby amended by adding the material that is
30 underscored and deleting the material that is stricken.
31

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

Adopted by Council of
New Castle County on:

Monique Williams-Johns
President of Council
of New Castle County

Approved on:

Marcus Henry
County Executive
New Castle County

SYNOPSIS: This Ordinance, if approved, changes the Pay Grade for the position title of Master Mechanic from Pay Grade 23 to Pay Grade 25 on the Pay Plan and Rates of Pay for Classified Service 40-Hour Work Week Employees Represented by the Delaware Public Employees Council 81, AFSCME, AFL-CIO, Affiliate Local 1607. This change was reviewed and recommended by the Chief Human Resources Officer.

FISCAL IMPACT: This Ordinance, if approved, changes the Pay Grade for the position title of Master Mechanic from Pay Grade 23 to Pay Grade 25 on the Pay Plan and Rates of Pay for Classified Service 40-Hour Work Week Employees Represented by the Delaware Public Employees Council 81, AFSCME, AFL-CIO, Affiliate Local 1607.

There are currently three filled positions and one vacant position with the title of Master Mechanic. The estimated fiscal impact (Salaries/Wages and Benefits) of reclassifying the three employees currently in these positions is \$17,770 in FY2026, \$31,619 in FY2027 and \$46,211 in FY2028.

Acknowledged by the Chief Financial Officer August 13, 2025.

**PAY PLANS AND RATES OF PAY FOR CLASSIFIED SERVICE 40-HOUR WORKWEEK EMPLOYEES
REPRESENTED BY THE DELAWARE PUBLIC EMPLOYEES COUNCIL 81, AFSCME, AFL-CIO, AFFILIATE LOCAL 1607**

CLASSIFICATION	PAY GRADE	1	2	3	4	5	6	7	8	9	10	11
BUILDING MAINTENANCE SUPERVISOR	23	57,576	60,453	63,477	66,653	69,986	73,485	77,159	81,018	85,069	89,323	93,790
GARAGE SUPERVISOR	23											
MASTER MECHANIC	23											
PROPERTY MAINTENANCE TECHNICIAN	23											
 BUILDINGS SUPERVISOR	 25	 63,477	 66,653	 69,986	 73,485	 77,159	 81,018	 85,069	 89,323	 93,789	 98,477	 103,401
MASTER ELECTRONICS TECHNICIAN	25											
MASTER MECHANIC	25											
PARKS FORESTRY TECHNICIAN	25											
PROPERTY SUPERVISOR	25											
PUBLIC WORKS EQUIPMENT COORDINATOR	25											
 FACILITY MAINTENANCE SUPERVISOR	 28	 73,484	 77,159	 81,018	 85,068	 89,321	 93,790	 98,479	 103,404	 108,572	 114,001	 119,700
SUPERINTENDENT OF SEWER MAINTENANCE	28											
SUPERVISOR OF CONSTRUCTION SUPPORT	28											

Effective: 07/01/2025 (Ordinance 24-089)

Revised: xx/xx/xxxx (25-xxx) Master Mechanic PG 23 to PG 25

**PAY PLANS AND RATES OF PAY FOR CLASSIFIED SERVICE 40-HOUR WORKWEEK EMPLOYEES
REPRESENTED BY THE DELAWARE PUBLIC EMPLOYEES COUNCIL 81, AFSCME, AFL-CIO, AFFILIATE LOCAL 1607**

CLASSIFICATION	PAY GRADE	1	2	3	4	5	6	7	8	9	10	11
BUILDING MAINTENANCE SUPERVISOR	23	59,015	61,964	65,064	68,319	71,736	75,322	79,088	83,043	87,196	91,556	96,135
GARAGE SUPERVISOR	23											
MASTER MECHANIC	23											
PROPERTY MAINTENANCE TECHNICIAN	23											
 BUILDINGS SUPERVISOR	 25	 65,064	 68,319	 71,736	 75,322	 79,088	 83,043	 87,196	 91,556	 96,134	 100,939	 105,986
MASTER ELECTRONICS TECHNICIAN	25											
MASTER MECHANIC	25											
PARKS FORESTRY TECHNICIAN	25											
PROPERTY SUPERVISOR	25											
PUBLIC WORKS EQUIPMENT COORDINATOR	25											
 FACILITY MAINTENANCE SUPERVISOR	 28	 75,321	 79,088	 83,043	 87,195	 91,554	 96,135	 100,941	 105,989	 111,286	 116,851	 122,693
SUPERINTENDENT OF SEWER MAINTENANCE	28											
SUPERVISOR OF CONSTRUCTION SUPPORT	28											

Effective: 07/01/2026 (Ordinance 24-089)

Revised: xx/xx/xxxx (25-xxX) Master Mechanic PG 23 to PG 25