



NEW CASTLE COUNTY COUNCIL EXECUTIVE COMMITTEE MEETING

Co-Chairs: Monique Williams-Johns, Council
Co-Chairs: President Penrose Hollins, Fourth District

August 25, 2026
3:00 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

C. Review/Discussion of Ordinance(s)

°26-113: TO AMEND THE PAY PLAN AND RATES OF PAY FOR NON-UNION UNCLASSIFIED SERVICE EMPLOYEES OF THE EXECUTIVE OFFICE, TO CHANGE THE POSITION TITLE OF DIRECTOR OF REDEVELOPMENT TO DIRECTOR OF ECONOMIC DEVELOPMENT AND ADOPT THE REVISED CLASS SPECIFICATION

Prime Sponsor(s): Ms. Williams-Johns

(This ordinance will be considered at the 9/8/26 Council Meeting)

D. Other

E. Public Comment

F. Adjournment

AGENDA POSTED: August 19, 2026

*The meeting notice was 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.

**The meeting agenda was posted on August 19, 2026, six days in advance of the scheduled meeting, to include an ordinance being introduced at the August 25, 2026 Council Meeting. The ordinance pertains to the title and class specification for the Director of Economic Development. It is important that this legislation proceeds at this time because the position is essential to the County's strategic and critically important economic development efforts, and the updates ensure the job specification accurately reflects the duties currently being performed.

**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://us02web.zoom.us/j/86973545695> 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.

Primary Sponsor(s): Ms. William-Johns
Requested by: Administration/HR
Date of Introduction: August 25, 2026

ORDINANCE NO. 26-113

**TO AMEND THE PAY PLAN AND RATES OF PAY FOR NON-UNION UNCLASSIFIED
SERVICE EMPLOYEES OF THE EXECUTIVE OFFICE, TO CHANGE THE POSITION TITLE
OF DIRECTOR OF REDEVELOPMENT TO DIRECTOR OF ECONOMIC DEVELOPMENT
AND ADOPT THE REVISED CLASS SPECIFICATION**

1 **WHEREAS**, the Office of the County Executive has determined it necessary that the class
2 specification for the Director of Redevelopment needed to be revised to reflect the work currently
3 being performed to include changing the job class title to Director of Economic Development to
4 better describe the classification; and
5

6 **WHEREAS**, the Office of Human Resources determined that this change does not require
7 review by the Human Resources Advisory Board; and
8

9 **WHEREAS**, the Chief Human Resources Officer reviewed and recommended to change
10 the job class title of Director of Redevelopment to Director of Economic Development on the Pay
11 Plan and Rates of Pay for Non-Union Unclassified Service Employees of the Executive Office
12 and adopt the revised class specifications.
13

14 **NOW, THEREFORE, THE COUNTY OF NEW CASTLE HEREBY ORDAINS:**
15

16 Section 1. The revised Class Specification for Director of Economic Development is
17 adopted as set forth in Exhibit "A" as amended by adding the material that is underscored and
18 deleting the material that is stricken.
19

20 Section 2. The Pay Plan and Rates of Pay for Non-Union Unclassified Service Employees
21 of the Executive Office, effective July 1, 2026 as set forth in Exhibit "B", is hereby amended by
22 adding the material that is underscored and deleting the material that is stricken.
23

24 Section 3. This Ordinance shall become effective immediately upon its adoption by
25 County Council and approval by the County Executive, or as otherwise provided in 9 *Del. C. §*
26 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, updates the position title of Director of Redevelopment to Director of Economic Development on the Pay Plan and Rates of Pay for Non-Union Unclassified Service Employees of the Executive Office and adopts the revised class specification as reviewed and recommended by the Chief Human Resources Officer.

FISCAL NOTE: This Ordinance, if approved, updates the position title of Director of Redevelopment to Director of Economic Development on the Pay Plan and Rates of Pay for Non-Union Unclassified Service Employees of the Executive Office and adopts the revised class specification as reviewed and recommended by the Chief Human Resources Officer.

There is no discernible fiscal impact as this is a change to job class title only with no change to the Pay Grade.

Acknowledged by the Acting Chief Financial Officer August 4, 2026.

NEW CASTLE COUNTY GOVERNMENT

Number 0190

Page 1 of 2

Date 06/09/05

CLASS SPECIFICATION

Title: Director of ~~Redevelopment~~ Economic Development

Approved:

~~GENERAL STATEMENT OF DUTIES: Directs the operations of the New Castle County Redevelopment Office; does related work as required.~~

DISTINGUISHING FEATURES OF THE CLASS:

This is an appointed position that serves at the pleasure of the County Executive. Under the general direction of the County Executive and the Chief Administrative Officer, an employee in this class manages the daily activities of the county Office of Economic Development ~~Redevelopment Office~~.

The Director of Economic Development is responsible for leading the County's economic development strategy, programs, and partnerships to attract, retain, and expand businesses, diversify the local economy, promote job creation, and support long-term growth.

EXAMPLES OF WORK (Illustrative Only):

- Manage economic development strategy, programs, including incentives, grants, redevelopment projects, and small business support.
- Identify and pursue federal, state, and philanthropic funding opportunities.
- Conduct and oversee research on economic trends, workforce conditions, industry clusters, and redevelopment opportunities.
- Coordinate with planning, transportation, housing, and workforce agencies to align development goals.
- Support redevelopment projects, including brownfields, business parks, mixed-use development, and strategic corridors.
- Prepare reports, presentations, and policy recommendations for county leadership and elected officials.
- Represent the county at public meetings, community forums, and regional economic development organizations.
- Collaborates with county land use, planning, transportation, housing, workforce development and finance departments to ensure coordinated policy implementation;
- Oversee the Office of Economic Development budget, staff, consultants, and contract management.

- ~~Promotes the redevelopment and revitalization of existing properties as a preferred alternative to the conversion of, in preference to the development of open space and farmlands;~~
- ~~Develops and implements strategies, programs, and initiatives that support small business growth, attract new investment, retain and expand existing businesses, diversify the local economy, and promote job creation throughout New Castle County;~~
- ~~Serves as a constructive advocate for responsible and sustainable positive voice encouraging responsible development in throughout New Castle County;~~
- ~~Works cooperatively Collaborates with agencies throughout New Castle County and the State of Delaware, including the Department of Natural Resources and Environmental Control (DNREC) and the Delaware Economic Development Office (DEDO), and the New Castle County Economic Development Council to identify, develop, and leverage resources that support for redevelopment initiatives;~~
- ~~Acts Functions as the primary economic development liaison for New Castle County;~~
- ~~Guides Encourages and directs development toward sites with existing infrastructure and public services;~~
- ~~Coordinates title and environmental review of brownfield sites;~~
- 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 and other related equipment in the course of the work.
- Performs other duties as assigned.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:

- Knowledge of principles and practices of management and of the services provided by New Castle County;
- ~~kK~~ Knowledge of economic development financing including tax incentives, loans, grant programs, etc.;
- ~~kK~~ Knowledge of environmental clean-up issues;
- ~~a~~ Strong Ability to communication, negotiation and relationship-building skills, communicating e courteously and effectively, both verbally and in writing;
- ~~a~~ Ability to make effective presentations before groups;
- ~~a~~ Experience Ability to establish and develop effective working with and serves as primary point of contact for relationships with associates, government entities, elected officials, the businesses, developers, chambers of commerce, community and private organizations, agencies,

~~private organizations, and the public and to~~
~~Ability to promote~~~~promote an ongoing attitude of dedication to excellent~~
~~customer service;~~

- ~~a~~Advanced strategic, analytical, evaluative and critical thinking skills.

~~NEW CASTLE COUNTY GOVERNMENT~~

~~Number~~ 0190

~~Page~~ 2 of 2

~~Date~~ 06/09/05

~~CLASS SPECIFICATION~~

~~Title:~~ Director of Redevelopment

~~Approved:~~

~~skills;~~

- ~~a~~Ability to make reliable recommendations; ~~ability to pass a Class III~~
~~County physical examination.~~

ACCEPTABLE EXPERIENCE AND TRAINING:

- ~~At least~~ seven ~~ten~~ years of experience related to economic development,
~~or redevelopment,~~ or business development activities, ~~and~~
- ~~p~~Possession of at least a Bachelor's Degree from an accredited college or
 university with major course work in business, economics, urban planning,
public -administration or a related field;
- ~~o~~Or any equivalent combination of experience and training which provides
 the required knowledge, skills, and abilities.
- Ability to operate a motor vehicle.

PHYSICAL REQUIREMENTS:

- Prolonged periods of sitting at a desk and working on a computer (up to 8
hours per day).
- Frequent use of hands and fingers to operate a computer keyboard,
mouse, and other standard office equipment.
- Ability to view computer monitors and read printed materials for extended
periods.
- Ability to communicate effectively in person, over the phone, and via
virtual platforms.
- Regular standing, walking, bending, or reaching within the office
environment as well as out of the office attending meetings, site visits,
facility tours..

- Ability to lift and carry light items (typically up to 15 pounds), such as files, documents, or office supplies.
- Ability to maintain concentration and focus in a standard office setting.

~~Ability to operate a motor vehicle.~~

HISTORY OF REVISIONS:

Established: 06/09/05

Established: DRAFT

**PAY PLAN AND RATES OF PAY FOR
NON-UNION UNCLASSIFIED SERVICE EMPLOYEES OF THE EXECUTIVE OFFICE**

CLASSIFICATION	PAY GRADE	1	2	3	4	5	6	7	8	9	10	11
LEGAL SECRETARY	17	38,533	40,460	42,484	44,607	46,838	49,180	51,639	54,221	56,932	59,778	62,767
ETHICS COMMISSION ADMIN ASST	20	44,608	46,839	49,181	51,640	54,223	56,933	59,780	62,769	65,907	69,202	72,662
EXECUTIVE ASSISTANT I	22	49,180	51,639	54,221	56,932	59,778	62,768	65,906	69,201	72,661	76,294	80,109
OFFICE OF LAW PARALEGAL	24	54,223	56,933	59,780	62,769	65,907	69,202	72,662	76,295	80,110	84,116	88,322
PARALEGAL TO THE COUNTY ATTORNEY	25	56,934	59,781	62,770	65,909	69,203	72,664	76,296	80,111	84,117	88,323	92,738
EXECUTIVE ASSISTANT II LAW ENFORCEMENT TECHNICIAN	26 26	59,781	62,770	65,909	69,203	72,664	76,296	80,111	84,117	88,323	92,738	97,375
COMPLAINTS OFFICER	27	62,769	65,907	69,202	72,662	76,295	80,110	84,116	88,322	92,737	97,375	102,243
EXECUTIVE ASSISTANT III STAFF DIRECTOR	30 30	72,664	76,296	80,111	84,117	88,323	92,738	97,377	102,244	107,357	112,725	118,361
ASSISTANT COUNTY ATTORNEY I	32	80,113	84,119	88,325	92,740	97,379	102,246	107,359	112,727	118,362	124,281	130,495
ASSISTANT COUNTY ATTORNEY II DIRECTOR OF COMMUNICATIONS EXECUTIVE ASSISTANT IV	34 34 34	88,324	92,739	97,378	102,245	107,358	112,726	118,361	124,280	130,493	137,017	143,868
<u>DIRECTOR OF ECONOMIC DEVELOPMENT</u> DIRECTOR OF REDEVELOPMENT SENIOR ASSISTANT COUNTY ATTORNEY	36	97,378	102,245	107,358	112,726	118,361	124,280	130,493	137,017	143,867	151,061	158,614
CHIEF HUMAN RESOURCES OFFICER CHIEF OF TECHNOLOGY AND ADMIN SERVICES COMMUNITY SERVICES DEPT. GEN. MANAGER	38 38 38	107,359	112,727	118,362	124,281	130,495	137,019	143,871	151,064	158,618	166,550	174,877
COUNTY SOLICITOR	39	112,728	118,363	124,283	130,496	137,020	143,872	151,065	158,619	166,551	174,877	183,620
CHIEF FINANCIAL OFFICER CHIEF OF STAFF COUNTY ATTORNEY DEPUTY CHIEF ADMINISTRATIVE OFFICER DIRECTOR OF PUBLIC SAFETY LAND USE DEPARTMENT GENERAL MANAGER POLICY DIRECTOR FOR THE COUNTY EXECUTIVE PUBLIC WORKS DEPARTMENT GENERAL MGR.	40 40 40 40 40 40 40 40	118,362	124,281	130,495	137,019	143,871	151,063	158,617	166,549	174,875	183,618	192,798
CHIEF OF POLICE	41	141,447	148,518	155,945	163,742	171,929	180,526	189,552	199,029	208,981	219,430	236,163
PART-TIME ATTORNEY (hourly rate)		44.57	46.80	49.14	51.60	54.18	56.89	59.73	62.72	65.86	69.15	73.00
EXECUTIVE AND ADMINISTRATIVE RATES OF PAY CHIEF ADMINISTRATIVE OFFICER		114,980	129,926	137,723	145,986	162,044	170,145	178,653	187,585	196,963	206,813	217,153
BOARD AND COMMISSIONERS RATES OF PAY JUDGEMENT COMMISSIONERS		\$9.25 PER HOUR										
MEMBER, AGRICULTURAL LAND PRESERVATION ADVISORY COMMITTEE		\$100 PER REGULAR MEETING/SPECIAL MEETING FOR ELIGIBLE MEMBERS PER NCC CODE 2.05.106										
MEMBER, AUDIT COMMITTEE		\$100 PER REGULAR MEETING/SPECIAL MEETING FOR ELIGIBLE MEMBERS PER NCC CODE 2.02.402										
MEMBER, BOARD OF ADJUSTMENT		\$100 PER REGULAR MEETING/SPECIAL MEETING PER NCC CODE 40.30.341										
MEMBER, BOARD OF ASSESSMENT REVIEW		\$100 PER MEETING FOR ANY MEETING LASTING NOT MORE THAN SIX (6) HOURS PLUS \$25 PER HOUR FOR EVERY HOUR OVER SIX THAT A MEMBER SPENDS HEARING APPEALS IN A SINGLE DAY PER ELIGIBLE MEMBERS PER NCC CODE 02.05.102 \$35 PER HOUR FOR REFEREES HEARING RESIDENTIAL APPEALS/\$50 PER HOUR FOR REFEREES HEARING NON-RESIDENTIAL APPEALS/\$50 PER HOUR FOR BOARD MEMBERS - SHALL ONLY APPLY TO APPEALS OF JULY 1, 2024 GENERAL REASSESSMENT VALUES FILED BY MARCH 14, 2025										
MEMBER, BOARD OF LICENSE INSPECTION AND REVIEW		\$100 PER REGULAR MEETING/SPECIAL MEETING FOR ELIGIBLE MEMBERS PER NCC CODE 2.05.103										
MEMBER, DIVERSITY COMMISSION		\$100 PER REGULAR MEETING/SPECIAL MEETING FOR ELIGIBLE MEMBERS PER NCC CODE 2.05.509										
MEMBER, EMPLOYEES' RETIREMENT SYSTEM BOARD		\$100 PER REGULAR MEETING/SPECIAL MEETING FOR ELIGIBLE MEMBERS PER NCC CODE 2.05.505										
MEMBER, FINANCIAL ADVISORY COUNCIL		\$100 PER REGULAR MEETING/SPECIAL MEETING FOR ELIGIBLE MEMBERS PER NCC CODE 14.01.019										
MEMBER, FIRE AND AMBULANCE ADVISORY BOARD		\$100 PER REGULAR MEETING/SPECIAL MEETING FOR ELIGIBLE MEMBERS PER NCC CODE 2.05.203										
MEMBER, HISTORIC REVIEW BOARD		\$100 PER REGULAR MEETING/SPECIAL MEETING PER NCC CODE 40.30.341										
MEMBER, HOUSING ADVISORY BOARD		\$100 PER REGULAR MEETING/SPECIAL MEETING FOR ELIGIBLE MEMBERS PER NCC CODE 2.05.406										
MEMBER, HUMAN RESOURCES ADVISORY BOARD		\$100 PER MEETING PER NCC CODE 2.05.507										
MEMBER, LIBRARY ADVISORY BOARD		\$100 PER REGULAR MEETING/SPECIAL MEETING FOR ELIGIBLE MEMBERS PER NCC CODE 2.05.403										
MEMBER, OPEN SPACE ADVISORY BOARD		\$100 PER REGULAR MEETING/SPECIAL MEETING FOR ELIGIBLE MEMBERS PER NCC CODE 2.05.306										
MEMBER, PLANNING BOARD		\$100 PER REGULAR MEETING/SPECIAL MEETING PER NCC CODE 40.30.341										
MEMBER, POLICE ACCOUNTABILITY BOARD		\$100 PER REGULAR MEETING/SPECIAL MEETING FOR ELIGIBLE MEMBERS PER NCC CODE 2.05.204										
MEMBER, PUBLIC ARTS COMMISSION		\$100 PER REGULAR MEETING/SPECIAL MEETING FOR ELIGIBLE MEMBERS PER NCC CODE 2.05.516										

Effective: 07/01/2026 (Ordinance 23-063)

Revised: 07/01/2026 (Ordinance 23-086)

Revised: 07/01/2023 (Ordinance 23-148)

Revised: 07/01/2024 (Ordinance 24-056)

Revised: 10/8/2024 (Ordinance 24-149)

Revised: 10/8/2024 (Ordinance 24-151) - Add Step 11 (Incumbents in Step 10 on 6/30/2024, move to Step 11 upon reaching anniversary date following 7/1/2024)

Revised: 12/10/2024 (Ordinance 24-170) - Board Member Compensation

Revised: 01/13/2025 (Ordinance 25-014) - Board of Assessment Compensation for Appeals