NEW CASTLE COUNTY COUNCIL
PUBLIC WORKS COMMITTEE MEETING 11-04-2025

Co-Chairs: Timothy Sheldon, Ninth District
Dave Carter, Sixth District

November 4, 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 from the April 1, 2025 Meeting

C. Stormwater Maintenance Turnovers to the County

D. Newark Library Updates

E. Electronic Park Gates: Open and Close Schedule

F. Discussion of Ordinance

°25-140: AUTHORIZING THE ISSUANCE OF UP TO $17,679,097 IN A GENERAL OBLIGATION BOND THROUGH THE DELAWARE WATER POLLUTION CONTROL REVOLVING FUND FOR THE DEPARTMENT OF PUBLIC WORKS, RICHARDSON PARK SEWAGE PUMP STATION, PHASE 2
Prime Sponsor(s): Mr. Sheldon, Mr. Carter

°25-141: AMEND THE FY2026 CAPITAL PROGRAM AND BUDGET: INCREASE BOND AUTHORIZATIONS IN THE AMOUNT UP TO $17,679,097 TO THE DEPARTMENT OF PUBLIC WORKS, RICHARDSON PARK PUMP STATION UPGRADE CAPITAL PROJECT
Prime Sponsor(s): Mr. Sheldon, Mr. Carter

°25-137: AMEND THE PAY PLAN AND RATES OF PAY FOR CLASSIFIED SERVICE EMPLOYEES MANAGERS AND AMINISTRATORS REPRESENTED BY THE DELAWARE PUBLIC EMPLOYEES COUNCIL 81, AFSCME, AFL-CIO, AFFILIATE LOCAL 3109 FOR THE CLASS SPECIFICATION OF CHIEF OF CONSTRUCTION SUPPORT CHANGING FROM 35-HOUR WORK WEEK TO 40-HOUR WORK WEEK FOR THE DEPARTMENT OF PUBLIC WORKS, DIVISION OF CONSTRUCTION SUPPORT
Prime Sponsor(s): Ms. Williams-Johns

°25-138: AMEND PAY PLAN AND RATES OF PAY FOR CLASSIFIED SERVICE 35-HOUR AND 40-HOUR WORKWEEK EMPLOYEES REPRESENTED BY THE DELAWARE PUBLIC

EMPLOYEES COUNCIL 81, AFSCME, AFL-CIO, AFFILIATE LOCAL 1607 FOR THE CLASS SPECIFICATION OF CHIEF OF FACILITY MAINTENANCE FOR THE DEPARTMENT OF PUBLIC WORKS, DIVISION OF SEWER OPERATIONS ADMINISTRATION
Prime Sponsor(s): Ms. Williams-Johns

°25-144: AMEND THE PAY PLAN AND RATES OF PAY FOR NON-UNION CLASSIFIED SERVICE EMPLOYEES AND ADOPT THE CLASS SPECIFICATION OF CONSTRUCTION SUPPORT DIVISION MANAGER FOR THE DEPARTMENT OF PUBLIC WORKS, DIVISION OF SEWER OPERATIONS ADMINISTRATION
Prime Sponsor(s): Ms. Williams-Johns

G. Other

H. Public Comment

I. Adjournment

AGENDA POSTED: October 29th, 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 zoom 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): Mr. Sheldon, Mr. Carter
Requested by: Public Works
Date of introduction: October 28, 2025

ORDINANCE NO. 25-140

AUTHORIZING THE ISSUANCE OF UP TO $17,679,097 IN A GENERAL OBLIGATION BOND THROUGH THE DELAWARE WATER POLLUTION CONTROL REVOLVING FUND FOR THE DEPARTMENT OF PUBLIC WORKS, RICHARDSON PARK SEWAGE PUMP STATION, PHASE 2

WHEREAS, Chapter 22 of Title 9 of the Delaware Code, as amended, authorizes New Castle County to plan, acquire, purchase, construct, reconstruct, improve, better and extend, and maintain and operate sewerage systems therein defined, and the County Council of New Castle County has determined to complete the construction of the New Richardson Park Sewage Pump Station and appurtenances, including all vertical assets, mechanical, electrical and site improvements (the "Project"); and

WHEREAS, it has been deemed necessary to appropriate up to $17,679,097 for the completion of the Project including the installation of 625 linear feet of 42-inch gravity sewer, 70 linear feet of 36-inch gravity sewer, and 520 linear feet of 24-inch and 30-inch ductile iron force main in order to provide reliable, safe and consistent wastewater service to the Richardson Park Sewer Basin which consists of an estimated population of 30,000 residents and customers; and

WHEREAS, this Ordinance corresponds to Resolution 25-190 authorizing the County Executive to execute a financing agreement in connection with the funding of the Project, for up to $17,679,097 with the Delaware Water Pollution Control Revolving Fund, acting by and through the Delaware Department of Natural Resources and Environmental Control; and

NOW THEREFORE, THE COUNTY OF NEW CASTLE HEREBY ORDAINS (10 of 13 of the members elected to the County Council concurring therein):

Section 1. New Castle County shall authorize the issuance of its negotiable bond in the maximum aggregate principal amount of up to $17,679,097 for the Project.

Section 2. The funds raised by the issuance of the bond hereby authorized, after the payment of the charges and expenses connected with the preparation, sale, and issuance thereof, shall be expended only for the purposes for which such said bond has been authorized, or for the payment of the principal of, and interest on, loans made in anticipation of the sale of such bond.

Section 3. The effect of the bonded indebtedness hereby authorized upon the total bonded indebtedness of New Castle County is shown on the attached Exhibit "A".

Section 4. It is hereby determined and declared that the normal life of said improvements is not less than three (3) years (9 Del. C. § 1163(a)(1)).

Section 5. This Ordinance shall become effective immediately upon its adoption by County Council and approval by the County Executive, or as otherwise provided in 9 Del 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: Authorize the issuance of up to $17,679,097 of a general obligation bond through the Delaware Water Pollution Control Revolving Fund, acting by and through the Delaware Department of Natural Resources and Environmental Control, to the Department of Public Works, Richardson Park Sewage Pump Station, Phase 2 project.

FISCAL NOTE: This Ordinance, if approved, will authorize the issuance of up to $17,679,097 of general obligation bond funds through the Delaware Water Pollution Control Revolving Fund, acting by and through the Delaware Department of Natural Resources and Environmental Control, to the Department of Public Works, Richardson Park Sewage Pump Station, Phase 2.

The fiscal impact of issuing a County Bond with a maximum aggregate principal amount of up to $17,679,097 assuming a term of twenty-five (25) years with a constant principal amount is demonstrated in the attached Exhibit “A”.

Acknowledged by the Chief Financial Officer October 16, 2025.

Exhibit "A"

FISCAL NOTE: This Ordinance will authorize a County Bond in the maximum aggregate principal amount (net of issuance costs) of up to $17,679,097.

The fiscal impact of this Ordinance, if approved, is demonstrated on a pro-forma basis below:

Previous Authorizations	Principal	Interest	Total
Authorized and Issued Bonds [1], [2] (10/31/2025)	$565,782,967	$188,543,466	$754,326,433
Authorized and Unissued Bonds [1] (10/31/2025)	229,627,557	116,574,026 [3]	346,201,584
Total Previous Authorizations	795,410,524	305,117,492	1,100,528,016
Proposed Net Authorizations [4] by the Ordinance	17,679,097	4,596,565	22,275,662
Total Previous Authorizations and Proposed Net Authorizations	$813,089,621	$309,714,057	$1,122,803,679

[1] Amounts include authorized bonded debt for general obligation bond issuances, State Revolving Fund loans and Water Infrastructure Finance and Innovation Act (WIFIA) loans.
[2] Amounts have been adjusted to reflect retired principal and interest through 10/31/2025.
[3] Interest for general obligation bond issuances is computed at 4.0 percent, for State Revolving Fund loans at 2.0 percent and for WIFIA loans at 4.5 percent.
[4] Assuming a constant principal amount of $707,164 over a term of twenty-five years, total debt service interest for the $17,679,097 aggregate principal, computed at 2.0%, would be $4,596,565.

Prime Sponsor(s): Mr. Sheldon, Mr. Carter
Requested by: Public Works
Date of introduction: October 28, 2025

ORDINANCE NO. 25-141

AMEND THE FY2026 CAPITAL PROGRAM AND BUDGET: INCREASE BOND AUTHORIZATIONS IN THE AMOUNT UP TO $17,679,097 TO THE DEPARTMENT OF PUBLIC WORKS, RICHARDSON PARK PUMP STATION UPGRADE CAPITAL PROJECT

WHEREAS, this legislation will increase the FY2026 Capital Budget by up to $17,679,097 in General Obligation Bond Authorizations with the Delaware Water Pollution Control Revolving Fund, acting by and through the Delaware Department of Natural Resources and Environmental Control, to finance the Richardson Park Pump Station Upgrade Capital Project; and

WHEREAS, the additional funding is necessary for the completion of the Project including the installation of 625 linear feet of 42-inch gravity sewer, 70 linear feet of 36-inch gravity sewer, and 520 linear feet of 24-inch and 30-inch ductile iron force main in order to provide reliable, safe and consistent wastewater service to the Richardson Park Sewer Basin which consists of an estimated population of 30,000 residents and customers.

NOW, THEREFORE, THE COUNTY OF NEW CASTLE HEREBY ORDAINS:

Section 1. The Capital Budget Ordinance for the fiscal year beginning July 1, 2025 is hereby amended by deleting the material that is stricken and adding the material that is underscored on the attached Exhibit "A."

Section 2. The Capital Program Resolution for the fiscal year beginning July 1, 2025 is hereby amended by adding the material on the attached Exhibit "B," which shall be considered underscored in its entirety.

Section 3. Bond funding in the amount of up to $17,679,097 is appropriated to the Department of Public Works, Richardson Park Pump Station Upgrade Project.

Section 3. This Ordinance shall become effective immediately upon its adoption by County Council and approval by the County Executive, or as otherwise provided in 9 *Del. 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, will appropriate up to $17,679,097 in General Obligation Bond funding through the Delaware Water Pollution Control Revolving Fund, acting by and through the Delaware Department of Natural Resources and Environmental Control, to the Department of Public Works, Richardson Park Pump Station Upgrade Capital Project, to finance Phase 2 of the project.

FISCAL NOTE: This Ordinance, if approved, will amend the FY2026 Capital Budget by appropriating up to $17,679,097 in General Obligation Bond funding through the Delaware Water Pollution Control Revolving Fund, acting by and through the Delaware Department of Natural Resources and Environmental Control, to the Department of Public Works, Richardson Park Pump Station Upgrade Capital Project, to finance Phase 2 of the project.

The revised FY2026 Capital Budget amount for the Richardson Park Pump Station Upgrade Capital Project will be $17,679,097.

The revised FY2026 New Castle County Capital Budget grand total will be $104,053,345.

Acknowledged by the Chief Financial Officer October 16, 2025.

EXHIBIT "A"
NEW CASTLE COUNTY
CAPITAL BUDGET - FY2026

DEPARTMENT OF ADMINISTRATION

Human Capital Management Platform	$	600,000
Land Use Information System		1,200,000
Reassessment 2024		2,000,000
Sewer and Tax Billing Replacement		2,300,000
Network Infrastructure Rearchitect and Upgrade		1,150,000
Subtotal	$	7,250,000

DEPARTMENT OF COMMUNITY SERVICES

Appoquinimink Library Maker Space HVAC	$	200,000
Carousel Park Indoor Arena Footing		100,000
Newark Library		400,000
Surratte Pool Renovations 2026		100,000
Subtotal	$	800,000

DEPARTMENT OF COUNTY EXECUTIVE

Executive GF Capital Contingency	$	675,000
Subtotal	$	675,000

DEPARTMENT OF PUBLIC SAFETY

800MgHZ Communications Equipment 2026-2027	$	400,000
Communications Upgrade 2026-2027		250,000
Public Safety Building Renovations		300,000
Public Safety Equipment 2026		136,000
Public Safety Vest Protection Program 2026		302,448
Subtotal	$	1,388,448

DEPARTMENT OF PUBLIC WORKS

Facilities/Equipment

Building Rehabilitation 2026-2027	$	3,500,000
Fleet Equipment 2021		(49,929)
Fleet Equipment 2022		(103,797)
Fleet Equipment 2023		(48,900)
Fleet Equipment 2024		(1,700,000)
Fleet Equipment 2026		6,577,658
Garage Renovations		2,500,000
General Roof Renovations		(75,000)
HVAC Replacement		2,800,000
Security 2021		500,000
Vehicle Lift System		56,000
Subtotal	$	13,956,032

EXHIBIT "A"
NEW CASTLE COUNTY
CAPITAL BUDGET - FY2026

DEPARTMENT OF PUBLIC WORKS *(Continued)*

Parks

Agricultural Preservation		$ 1,000,000
Bechtel Park Improvements		750,000
Carousel Park		150,000
Game Court Improvements 2021		150,000
General Parkland Improvements PRE2021		(650,000)
General Parkland Improvements 2021		(1,000,000)
General Parkland Improvements 2024		800,000
Glasgow Regional Park		1,500,000
Middle Run Valley Reforestation		150,000
Open Space Preservation		1,500,000
Play Area Improvements 2026-2027		1,000,000
Rockwood Park		500,000
Southern Regional Park		1,000,000
Subtotal		$ 6,850,000

Sewer/Stormwater

Airport Road System Rehabilitation		$ 3,000,000
Asset Management		400,000
Christina River Force Main		22,000,000
Countywide Drainage Problems		850,000
DelDOT Coordination Project 2021		3,000,000
General Sewer Improvements		1,250,000
General Stormwater Improvements 2021		471,659
Manhole Rehabilitation		750,000
Pump Station Rehab 2026-2027		1,500,000
Richardson Park Pump Station Upgrade		17,679,097
Sewer Fleet Equipment 2023		(22,233)
Sewer Fleet Equipment 2024		(600,000)
Sewer Fleet Equipment 2026		2,755,342
Sewer Repairs and Rehabilitation 2026-2027		4,200,000
Southern Sewer Service Area		3,000,000
Stoney Creek Basin Rehabilitation		600,000
Stormwater Basin Renovation II		2,500,000
Water Quality Improvement Plans		5,000,000
White Clay System Rehabilitation		4,800,000
Subtotal	~~55,454,768.00~~	$ 73,133,865
CAPITAL BUDGET TOTAL	**~~86,374,248~~**	**$ 104,053,345**

EXHIBIT B

PUBLIC WORKS - SEWER/ST

Project Name (Number): Richardson Park Pump Station Upgrade (C300618)

Description: Upgrade/replacement of the pumps, generators, electrical motor control center and power distribution equipment.

Council Districts: 1

Funding Schedule

	Bonds	Federal	State	Other	Total
Prior Authorizations	$ 7,998,310	$ -	$ -	$ 1,001,690	$ 9,000,000
FY2026	~~-~~	-	-		~~-~~
	17,679,097				17,679,097
FY2027	-	-	-	-	-
FY2028	-	-	-	-	-
FY2029	-	-	-	-	-
FY2030	-	-	-	-	-
FY2031	-	-	-	-	-
Future Years	-	-	-	-	-
Total	**~~$ 7,998,310~~**	**$ -**	**$ -**	**$ 1,001,690**	**~~$ 9,000,000~~**
	$ 25,677,407				**$ 26,679,097**
Available Authorizations:	**$ 1,940,412**				
Available Funding:	**$ 1,940,412**				
Operating Budget Impact:	**~~$ -~~**	**$ 38,894**			

**Available Authorizations / Funding as of February 28, 2025, net of obligations.*

FY2026 Activity:

No planned activity. Completion of the Project including the installation of 625 linear feet of 42-inch gravity sewer, 70 linear feet of 36-inch g and 30-inch ductile iron force main in order to provide reliable, safe and consistent wastewater service to the Richardson Park Sewer Basin of 30,000 residents and customers.

Prime Sponsor(s): Ms. Williams-Johns
Requested by: Administration/HR
Date of introduction: October 28, 2025

ORDINANCE NO. 25-137

AMEND THE PAY PLAN AND RATES OF PAY FOR CLASSIFIED SERVICE EMPLOYEES MANAGERS AND AMINISTRATORS REPRESENTED BY THE DELAWARE PUBLIC EMPLOYEES COUNCIL 81, AFSCME, AFL-CIO, AFFILIATE LOCAL 3109 FOR THE CLASS SPECIFICATION OF CHIEF OF CONSTRUCTION SUPPORT CHANGING FROM 35-HOUR WORK WEEK TO 40-HOUR WORK WEEK FOR THE DEPARTMENT OF PUBLIC WORKS, DIVISION OF CONSTRUCTION SUPPORT

WHEREAS, in accordance with the collective bargaining agreement between New Castle County and the Delaware Public Employees Council 81, AFSCME (American Federation of State, County and Municipal Employees), AFL-CIO, Affiliate Local 3109, the County may increase the work week up to 40 hours at straight time rates, if conditions in the government warrant such action; and

WHEREAS, the Department of Public Works, Division of Construction Support determined the work week for Chief of Construction Support needs to be increased from a 35-hour work week to 40-hour work week, at the same hourly rate of pay, to reflect the work currently being performed; and

WHEREAS, it is recommended that the Pay Grade for the class specification Chief of Construction Support remain Pay Grade 30; and

WHEREAS, the Human Resources Advisory Board at its meeting on October 3, 2025, reviewed the class specification for Chief of Construction Support and recommended the change from 35-Hour work week to 40-Hour work week on the Pay Plan and Rates of Pay for Classified Service Managers and Administrators Represented by the Delaware Public Employees Council 81, AFSCME, AFL-CIO, Affiliate Local 3109; and

WHEREAS, the Chief Human Resources Officer concurs with the recommendation of the Human Resources Advisory Board.

NOW, THEREFORE, THE COUNTY OF NEW CASTLE HEREBY ORDAINS:

Section 1. The Pay Plan and Rates of Pay for Classified Service 35-Hour Managers and Administrators Represented by the Delaware Public Employees Council 81, AFSCME, AFL-CIO, Affiliate Local 3109, effective July 1, 2025 through June 30, 2026, is hereby amended by deleting the material that is stricken as set forth in Exhibit "A."

Section 2. The Pay Plan and Rates of Pay for Classified Service 35-Hour Managers and Administrators Represented by the Delaware Public Employees Council 81, AFSCME, AFL-CIO, Affiliate Local 3109, effective July 1, 2026, is hereby amended by deleting the material that is stricken as set forth in Exhibit "B".

Section 3. The Pay Plan and Rates of Pay for Classified Service 40-Hour Managers and Administrators Represented by the Delaware Public Employees Council 81, AFSCME, AFL-CIO, Affiliate Local 3109, effective July 1, 2025 through June 30, 2026, is hereby amended by adding the material that is underscored in Exhibit "C".

Section 4. The Pay Plan and Rates of Pay for Classified Service 40-Hour Managers and Administrators Represented by the Delaware Public Employees Council 81, AFSCME, AFL-CIO, Affiliate Local 3109, effective July 1, 2026, is hereby amended by adding the material that is underscored in Exhibit "D".

Section 5. This Ordinance shall become effective immediately upon its adoption by County Council and approval by the County Executive, or as otherwise provided in 9 *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 work week for the position title of Chief of Construction Support from 35-Hour Work Week to 40-Hour Work Week removing it from the Pay Plan and Rates of Pay for Classified Service 35-Hour Managers and Administrators Represented by the Delaware Public Employees Council 81, AFSCME, AFL-CIO, Affiliate Local 3109 and adding it to the Pay Plan and Rates of Pay for Classified Service 40-Hour Managers and Administrators Represented by the Delaware Public Employees Council 81, AFSCME, AFL-CIO, Affiliate Local 3109, as recommended by the Human Resources Advisory Board.

FISCAL IMPACT: This Ordinance, if approved, changes the work week for the position title of Chief of Construction Support from 35-Hour Work Week to 40-Hour Work Week removing it from the Pay Plan and Rates of Pay for Classified Service 35-Hour Managers and Administrators Represented by the Delaware Public Employees Council 81, AFSCME, AFL-CIO, Affiliate Local 3109 and adding it to the Pay Plan and Rates of Pay for Classified Service 40-Hour Managers and Administrators Represented by the Delaware Public Employees Council 81, AFSCME, AFL-CIO, Affiliate Local 3109, as recommended by the Human Resources Advisory Board.

There is currently one filled position with the title of Chief of Construction Support. The estimated fiscal impact (Salaries/Wages and Benefits) for changing from a 35-hour work week to a 40-hour work week for this position is $25,885 in Fiscal Year 2026, $26,533 in Fiscal Year 2027, and $26,533 in Fiscal Year 2028.

Acknowledged by the Chief Financial Officer October 15, 2025.

PAY PLANS AND RATES OF PAY FOR CLASSIFIED SERVICE 35-HOUR MANAGERS AND ADMINISTRATORS REPRESENTED BY LOCAL 3109 (Non-Paramedic Classifications)

CLASSIFICATION	PAY GRADE	1	2	3	4	5	6	7	8	9	10	11
EMERGENCY SERVICES ADMINISTRATOR	25	55,522	58,298	61,214	64,274	67,490	70,862	74,408	78,128	82,034	86,136	90,443
RECREATION SUPERVISOR	25											
MAPPING SUPPORT SUPERVISOR	26	58,298	61,214	64,274	67,490	70,862	74,408	78,128	82,034	86,136	90,442	94,964
ACCOUNTANT III	28	64,274	67,490	70,862	74,408	78,128	82,034	86,136	90,442	94,964	99,713	104,699
LIBRARIAN II	28											
PROPERTY ASSESSMENT SERVICES ADMINISTRATOR	28											
FINANCE OPERATIONS SUPERVISOR	29	67,490	70,862	74,408	78,128	82,034	86,136	90,442	94,964	99,713	104,699	109,933
ACCOUNTING AND FISCAL OFFICER	30	70,862	74,408	78,128	82,034	86,136	90,442	94,964	99,713	104,699	109,934	115,431
ASSISTANT PLANNING MANAGER	30											
CHIEF OF BUILDING OPERATIONS AND MAIN.	30											
~~CHIEF OF CONSTRUCTION SUPPORT~~	~~30~~											
COMP. AND PENSION SYSTEMS COORD.	30											
EMERGENCY SERVICES ASSISTANT MANAGER	30											
FLEET SERVICES MANAGER	30											
INSPECTIONS MANAGER	30											
PROPERTY MANAGER	30											
ASSISTANT COUNTY ENGINEER	34	86,136	90,442	94,964	99,713	104,699	109,934	115,431	121,202	127,261	133,625	140,306

Effective: 07/01/2025 (Ordinance 24-150)
Revised: xx/xx/xxxx (Ordinance 25-xxx) Remove Chief of Construction Support (add to 3109 40 HR)

PAY PLANS AND RATES OF PAY FOR CLASSIFIED SERVICE 35-HOUR MANAGERS AND ADMINISTRATORS REPRESENTED BY LOCAL 3109 (Non-Paramedic Classifications)

CLASSIFICATION	PAY GRADE	1	2	3	4	5	6	7	8	9	10	11
EMERGENCY SERVICES ADMINISTRATOR	25	56,910	59,755	62,744	65,881	69,177	72,634	76,268	80,081	84,085	88,289	92,704
RECREATION SUPERVISOR	25											
MAPPING SUPPORT SUPERVISOR	26	59,755	62,744	65,881	69,177	72,634	76,268	80,081	84,085	88,289	92,703	97,338
ACCOUNTANT III	28	65,881	69,177	72,634	76,268	80,081	84,085	88,289	92,703	97,338	102,206	107,316
LIBRARIAN II	28											
PROPERTY ASSESSMENT SERVICES ADMINISTRATOR	28											
FINANCE OPERATIONS SUPERVISOR	29	69,177	72,634	76,268	80,081	84,085	88,289	92,703	97,338	102,206	107,316	112,681
ACCOUNTING AND FISCAL OFFICER	30	72,634	76,268	80,081	84,085	88,289	92,703	97,338	102,206	107,316	112,682	118,317
ASSISTANT PLANNING MANAGER	30											
CHIEF OF BUILDING OPERATIONS AND MAIN.	30											
~~CHIEF OF CONSTRUCTION SUPPORT~~	~~30~~											
COMP. AND PENSION SYSTEMS COORD.	30											
EMERGENCY SERVICES ASSISTANT MANAGER	30											
FLEET SERVICES MANAGER	30											
INSPECTIONS MANAGER	30											
PROPERTY MANAGER	30											
ASSISTANT COUNTY ENGINEER	34	88,289	92,703	97,338	102,206	107,316	112,682	118,317	124,232	130,443	136,966	143,814

Effective: 07/01/2026 (Ordinance 24-150)
Revised: xx/xx/xxxx (Ordinance 25-xxx) Remove Chief of Construction Support (add to 3109 40 HR)

PAY PLANS AND RATES OF PAY FOR
CLASSIFIED SERVICE 40-HOUR MANAGERS AND ADMINISTRATORS REPRESENTED BY LOCAL 3109
(Non-Paramedic Classifications)

CLASSIFICATION	PAY GRADE	1	2	3	4	5	6	7	8	9	10	11
CHIEF OF CONSTRUCTION SUPPORT	30	80,986	85,038	89,289	93,753	98,441	103,362	108,531	113,958	119,656	125,639	131,922

Effective: 07/01/2025 (Ordinance 24-150)
Revised: xx/xx/xxxx (Ordinance 25-xxx) Create 40 HR Pay Plan - Add Chief of Construction Support (moved from 3109 35 HR)

PAY PLANS AND RATES OF PAY FOR CLASSIFIED SERVICE 40-HOUR MANAGERS AND ADMINISTRATORS REPRESENTED BY LOCAL 3109 (Non-Paramedic Classifications)

CLASSIFICATION	PAY GRADE	1	2	3	4	5	6	7	8	9	10	11
CHIEF OF CONSTRUCTION SUPPORT	30	83,010	87,164	91,521	96,097	100,902	105,946	111,244	116,807	122,647	128,780	135,219

Effective: 07/01/2026 (Ordinance 24-150)
Revised: xx/xx/xxxx (Ordinance 25-xxx) Create 40 HR Pay Plan - Add Chief of Construction Support (moved from 3109 35 HR)

Prime Sponsor(s): Ms. Williams-Johns
Requested by: Administration/HR
Date of introduction: October 28, 2025

ORDINANCE NO. 25-138

AMEND PAY PLAN AND RATES OF PAY FOR CLASSIFIED SERVICE 35-HOUR AND 40-HOUR WORKWEEK EMPLOYEES REPRESENTED BY THE DELAWARE PUBLIC EMPLOYEES COUNCIL 81, AFSCME, AFL-CIO, AFFILIATE LOCAL 1607 FOR THE CLASS SPECIFICATION OF CHIEF OF FACILITY MAINTENANCE FOR THE DEPARTMENT OF PUBLIC WORKS, DIVISION OF SEWER OPERATIONS ADMINISTRATION

WHEREAS, in accordance with the collective bargaining agreement between New Castle County and the Delaware Public Employees Council 81, AFSCME (American Federation of State, County and Municipal Employees), AFL-CIO, Affiliate Local 1607, the County may increase the work week up to 40 hours at straight time rates, if conditions in the government warrant such action; and

WHEREAS, the Department of Public Works, Division of Sewer Operations Administration determined the workweek for Chief of Facility Maintenance needs to be increased from 35-hour workweek to 40-hour workweek, at the same hourly rate of pay, to reflect the work currently being performed; and

WHEREAS, it is recommended that the Pay Grade for the class specification Chief of Facility Maintenance remain Pay Grade 30; and

WHEREAS, the Human Resources Advisory Board at its meeting on October 3, 2025, reviewed the class specification for Chief of Facility Maintenance and recommended the change from 35-Hour work week to 40-Hour work week on the Pay Plan 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; and

WHEREAS, the Chief Human Resources Officer concurs with the recommendation of the Human Resources Advisory Board.

NOW, THEREFORE, THE COUNTY OF NEW CASTLE HEREBY ORDAINS:

Section 1. The Pay Plan and Rates of Pay for Classified Service 35-Hour Workweek employees, Represented by the Delaware Public Employees Council 81, AFSCME, AFL-CIO, Affiliate Local 1607, effective July 1, 2025 through June 30, 2026, is hereby amended by deleting the material that is stricken as set forth in Exhibit “A.”

Section 2. The Pay Plan and Rates of Pay for Classified Service 35-Hour Workweek employees, Represented by the Delaware Public Employees Council 81, AFSCME, AFL-CIO, Affiliate Local 1607, effective July 1, 2026, is hereby amended by deleting the material that is stricken as set forth in Exhibit “B”.

Section 3. The Pay Plan 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, effective July 1, 2025 through June 30, 2026, is hereby amended by adding the material that is underscored in Exhibit "C".

Section 4. The Pay Plan 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, effective July 1, 2026, is hereby amended by adding the material that is underscored in Exhibit "D".

Section 5. This Ordinance shall become effective immediately upon its adoption by County Council and approval by the County Executive, or as otherwise provided in 9 *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 work week for the position title of Chief of Facility Maintenance from 35-Hour Work Week to 40-Hour Work Week removing it from the Pay Plan and Rates of Pay for Classified Service 35-Hour Managers and Administrators Represented by the Delaware Public Employees Council 81, AFSCME, AFL-CIO, Affiliate Local 1607 and adding it to the Pay Plan and Rates of Pay for Classified Service 40-Hour Managers and Administrators Represented by the Delaware Public Employees Council 81, AFSCME, AFL-CIO, Affiliate Local 1607 as recommended by the Human Resources Advisory Board.

FISCAL IMPACT: This Ordinance, if approved, changes the work week for the position title of Chief of Facility Maintenance from 35-Hour Work Week to 40-Hour Work Week removing it from the Pay Plan and Rates of Pay for Classified Service 35-Hour Managers and Administrators Represented by the Delaware Public Employees Council 81, AFSCME, AFL-CIO, Affiliate Local 1607 and adding it to the Pay Plan and Rates of Pay for Classified Service 40-Hour Managers and Administrators Represented by the Delaware Public Employees Council 81, AFSCME, AFL-CIO, Affiliate Local 1607 as recommended by the Human Resources Advisory Board.

There is currently one filled position with the title of Chief of Facility Maintenance. The estimated fiscal impact (Salaries/Wages and Benefits) for changing from a 35-hour work week to a 40-hour work week for this position is $25,812 in Fiscal Year 2026, $26,457 in Fiscal Year 2027, and $26,457 in Fiscal Year 2028.

Acknowledged by the Chief Financial Officer October 15, 2025.

PAY PLANS AND RATES OF PAY FOR CLASSIFIED SERVICE 35-HOUR WORKWEEK E
REPRESENTED BY THE DELAWARE PUBLIC EMPLOYEES COUNCIL 81, AFSCME, AFL-CIO, AF

CLASSIFICATION	PAY GRADE	1	2	3	4	5	
CLERK	12	29,457	30,929	32,476	34,099	35,801	3
SURVEYOR ASSISTANT	12						
ADMINISTRATIVE SERVICES TECHNICIAN	14	32,476	34,099	35,801	37,593	39,472	4
AUTOMOTIVE PARTS CLERK	14						
CLERK TYPIST	14						
COMPUTER OPERATOR I	14						
JUNIOR ADMINISTRATIVE AIDE	14						
KEY OPERATOR	14						
MICROFILM TECHNICIAN	14						
PUBLIC SAFETY AIDE	14						
ACCOUNT CLERK I	15	34,099	35,801	37,593	39,472	41,445	4
CUSTOMER SERVICES COORDINATOR	15						
DRAFTING TECHNICIAN I	15						
INTERLIBRARY LOAN ASSISTANT	15						
LIBRARY ASSISTANT	15						
COMPUTER OPERATOR II	16	35,801	37,593	39,472	41,445	43,518	4
SURVEY INSTRUMENT OPERATOR	16						
ACCOUNT CLERK II	17	37,593	39,472	41,445	43,518	45,695	4
COURT CLERK	17						
DEPUTY I	17						
PRINCIPAL LIBRARY ASSISTANT	17						
SECRETARY	17						
STOREKEEPER	17						
PUBLIC WORKS DATA TECHNICIAN	17						
DISPATCHER	18	39,472	41,445	43,518	45,695	47,979	5
GRAPHIC ARTS DESIGNER	18						
MAINTENANCE PROGRAM TECHNICIAN	18						
RADIO COMMUNICATOR	18						
SANITARY MAINTENANCE TECHNICIAN	18						
TREASURY CUSTOMER SERVICE REPRESENTATIVE	18						
ACCOUNT CLERK III	19	41,445	43,518	45,695	47,979	50,378	5
ADMINISTRATIVE AIDE	19						
ASSESSMENT TECHNICIAN	19						
ASSESSOR I	19						
BUDGET OFFICE ASSISTANT	19						
LIBRARY SPECIALIST	19						
PARTY CHIEF	19						
CERTIFIED ASSESSOR I	20	43,518	45,695	47,979	50,378	52,898	5
COMMUNITY DEVELOPMENT HOUSING INSPECTOR	20						
CUSTOMER INFORMATION & ASSISTANCE SPECIALIST	20						
CUSTOMER SERVICE AND INFORMATION TECHNICIAN	20						
DELINQUENT ACCOUNT COLLECTOR	20						
DEPUTY II	20						
DRAFTING TECHNICIAN II	20						
GRAPHIC ARTS DESIGNER II	20						
HOUSING PROGRAM ASSISTANT	20						
MAINTENANCE OFFICE ADMINISTRATOR	20						
PAYROLL ASSISTANT I	20						
PERMIT PROCESS TECHNICIAN	20						
PUBLIC WORKS INSPECTOR	20						

PAY PLANS AND RATES OF PAY FOR CLASSIFIED SERVICE 35-HOUR WORKWEEK E
REPRESENTED BY THE DELAWARE PUBLIC EMPLOYEES COUNCIL 81, AFSCME, AFL-CIO, AF

CLASSIFICATION	PAY GRADE	1	2	3	4	5	
ACCOUNTANT I	22	47,979	50,378	52,898	55,544	58,321	6
ASSESSOR II	22						
GEOGRAPHIC INFORMATION SYSTEMS TECHNICIAN	22						
HOUSING REHABILITATION SPECIALIST I	22						
OPERATIONS SPECIALIST	22						
ACCOUNTING OPERATIONS ASSISTANT	23	50,378	52,898	55,544	58,321	61,237	6
CENTRAL RECEIVING SUPERVISOR	23						
CENTRAL SERVICES TECHNICIAN	23						
CERTIFIED ASSESSOR II	23						
CERTIFIED BUILDING AND SITE INSPECTOR	23						
CERTIFIED PLAN EXAMINER	23						
CERTIFIED PLUMBING & MECHANICAL PLAN EXAMINER	23						
CERTIFIED PROPERTY MAINTENANCE & HOUSING INSPECTOR	23						
COMPLAINTS SPECIALIST	23						
CONSTRUCTION INSPECTION SUPERVISOR	23						
EQUESTRIAN PROGRAM COORDINATOR	23						
HOUSING REHABILITATION SPECIALIST II	23						
SENIOR CERTIFIED PERMIT PROCESS TECHNICIAN	23						
SURVEY PARTIES SUPERVISOR	23						
TREASURY ASSOCIATE	23						
CHIEF RIGHT-OF-WAY AGENT	24	52,898	55,544	58,321	61,237	64,298	6
CUSTOMER SERVICES SPECIALIST	24						
GEOGRAPHIC INFORMATION SYSTEMS SPECIALIST	24						
PUBLIC WORKS CONTRACTS OFFICER	24						
SCHOOL CROSSING GUARD SUPERVISOR	24						
SITE INSPECTIONS SUPERVISOR	24						
STAFF ENGINEER	24						
ACCOUNTANT II	25	55,544	58,321	61,237	64,298	67,515	7
CHIEF CONSTRUCTION INSPECTOR	25						
EQUESTRIAN PROGRAM SUPERVISOR	25						
PROCUREMENT AGENT	25						
SENIOR CERTIFIED BUILDING AND SITE INSPECTOR	25						
SENIOR CERTIFIED PLAN EXAMINER	25						
SENIOR CERTIFIED PLUMBING AND MECHANICAL PLAN EXAMINER	25						
SENIOR CERTIFIED PROPERTY MAINTENANCE AND HOUSING INSPECTOR	25						
SENIOR STAFF ENGINEER	25						
SUPERINTENDENT OF WASTEWATER TREATMENT	25						
CHIEF FIELD SUPERVISOR	26	58,321	61,237	64,298	67,515	70,890	7
CIVIL ENGINEER I	26						
DRAFTING AND DESIGN SUPERVISOR	26						
ENVIRONMENTAL PROGRAM MANAGER I	26						
GEOGRAPHIC INFORMATION SYSTEMS ANALYST	26						
PAYROLL ASSISTANT II	26						
PROGRAMMER ANALYST	26						
ARCHITECT	28	64,298	67,515	70,890	74,437	78,157	8
CIVIL ENGINEER II	28						
ENVIRONMENTAL PROGRAM MANAGER II	28						
SENIOR PROCUREMENT AGENT	28						
SEWER MANAGEMENT ENGINEER	28						
SENIOR APPLICATION ENGINEER	28						
~~CHIEF OF FACILITY MAINTENANCE~~	30	70,890	74,437	78,157	82,066	86,167	9

PAY PLANS AND RATES OF PAY FOR CLASSIFIED SERVICE 35-HOUR WORKWEEK E
REPRESENTED BY THE DELAWARE PUBLIC EMPLOYEES COUNCIL 81, AFSCME, AFL-CIO, AF

CLASSIFICATION	PAY GRADE	1	2	3	4	5	
CLERK	12	30,193	31,702	33,288	34,951	36,696	3
SURVEYOR ASSISTANT	12						
ADMINISTRATIVE SERVICES TECHNICIAN	14	33,288	34,951	36,696	38,533	40,459	4
AUTOMOTIVE PARTS CLERK	14						
CLERK TYPIST	14						
COMPUTER OPERATOR I	14						
JUNIOR ADMINISTRATIVE AIDE	14						
KEY OPERATOR	14						
MICROFILM TECHNICIAN	14						
PUBLIC SAFETY AIDE	14						
ACCOUNT CLERK I	15	34,951	36,696	38,533	40,459	42,481	4
CUSTOMER SERVICES COORDINATOR	15						
DRAFTING TECHNICIAN I	15						
INTERLIBRARY LOAN ASSISTANT	15						
LIBRARY ASSISTANT	15						
COMPUTER OPERATOR II	16	36,696	38,533	40,459	42,481	44,606	4
SURVEY INSTRUMENT OPERATOR	16						
ACCOUNT CLERK II	17	38,533	40,459	42,481	44,606	46,837	4
COURT CLERK	17						
DEPUTY I	17						
PRINCIPAL LIBRARY ASSISTANT	17						
SECRETARY	17						
STOREKEEPER	17						
PUBLIC WORKS DATA TECHNICIAN	17						
DISPATCHER	18	40,459	42,481	44,606	46,837	49,178	5
GRAPHIC ARTS DESIGNER	18						
MAINTENANCE PROGRAM TECHNICIAN	18						
RADIO COMMUNICATOR	18						
SANITARY MAINTENANCE TECHNICIAN	18						
TREASURY CUSTOMER SERVICE REPRESENTATIVE	18						
ACCOUNT CLERK III	19	42,481	44,606	46,837	49,178	51,637	5
ADMINISTRATIVE AIDE	19						
ASSESSMENT TECHNICIAN	19						
ASSESSOR I	19						
BUDGET OFFICE ASSISTANT	19						
LIBRARY SPECIALIST	19						
PARTY CHIEF	19						
CERTIFIED ASSESSOR I	20	44,606	46,837	49,178	51,637	54,220	5
COMMUNITY DEVELOPMENT HOUSING INSPECTOR	20						
CUSTOMER INFORMATION & ASSISTANCE SPECIALIST	20						
CUSTOMER SERVICE AND INFORMATION TECHNICIAN	20						
DELINQUENT ACCOUNT COLLECTOR	20						
DEPUTY II	20						
DRAFTING TECHNICIAN II	20						
GRAPHIC ARTS DESIGNER II	20						
HOUSING PROGRAM ASSISTANT	20						
MAINTENANCE OFFICE ADMINISTRATOR	20						
PAYROLL ASSISTANT I	20						
PERMIT PROCESS TECHNICIAN	20						
PUBLIC WORKS INSPECTOR	20						

PAY PLANS AND RATES OF PAY FOR CLASSIFIED SERVICE 35-HOUR WORKWEEK E
REPRESENTED BY THE DELAWARE PUBLIC EMPLOYEES COUNCIL 81, AFSCME, AFL-CIO, AF

CLASSIFICATION	PAY GRADE	1	2	3	4	5	
ACCOUNTANT I	22	49,178	51,637	54,220	56,933	59,779	6
ASSESSOR II	22						
GEOGRAPHIC INFORMATION SYSTEMS TECHNICIAN	22						
HOUSING REHABILITATION SPECIALIST I	22						
OPERATIONS SPECIALIST	22						
ACCOUNTING OPERATIONS ASSISTANT	23	51,637	54,220	56,933	59,779	62,768	6
CENTRAL RECEIVING SUPERVISOR	23						
CENTRAL SERVICES TECHNICIAN	23						
CERTIFIED ASSESSOR II	23						
CERTIFIED BUILDING AND SITE INSPECTOR	23						
CERTIFIED PLAN EXAMINER	23						
CERTIFIED PLUMBING & MECHANICAL PLAN EXAMINER	23						
CERTIFIED PROPERTY MAINTENANCE & HOUSING INSPECTOR	23						
COMPLAINTS SPECIALIST	23						
CONSTRUCTION INSPECTION SUPERVISOR	23						
EQUESTRIAN PROGRAM COORDINATOR	23						
HOUSING REHABILITATION SPECIALIST II	23						
SENIOR CERTIFIED PERMIT PROCESS TECHNICIAN	23						
SURVEY PARTIES SUPERVISOR	23						
TREASURY ASSOCIATE	23						
CHIEF RIGHT-OF-WAY AGENT	24	54,220	56,933	59,779	62,768	65,905	6
CUSTOMER SERVICES SPECIALIST	24						
GEOGRAPHIC INFORMATION SYSTEMS SPECIALIST	24						
PUBLIC WORKS CONTRACTS OFFICER	24						
SCHOOL CROSSING GUARD SUPERVISOR	24						
SITE INSPECTIONS SUPERVISOR	24						
STAFF ENGINEER	24						
ACCOUNTANT II	25	56,933	59,779	62,768	65,905	69,203	7
CHIEF CONSTRUCTION INSPECTOR	25						
EQUESTRIAN PROGRAM SUPERVISOR	25						
PROCUREMENT AGENT	25						
SENIOR CERTIFIED BUILDING AND SITE INSPECTOR	25						
SENIOR CERTIFIED PLAN EXAMINER	25						
SENIOR CERTIFIED PLUMBING AND MECHANICAL PLAN EXAMINER	25						
SENIOR CERTIFIED PROPERTY MAINTENANCE AND HOUSING INSPECTOR	25						
SENIOR STAFF ENGINEER	25						
SUPERINTENDENT OF WASTEWATER TREATMENT	25						
CHIEF FIELD SUPERVISOR	26	59,779	62,768	65,905	69,203	72,662	7
CIVIL ENGINEER I	26						
DRAFTING AND DESIGN SUPERVISOR	26						
ENVIRONMENTAL PROGRAM MANAGER I	26						
GEOGRAPHIC INFORMATION SYSTEMS ANALYST	26						
PAYROLL ASSISTANT II	26						
PROGRAMMER ANALYST	26						
ARCHITECT	28	65,905	69,203	72,662	76,298	80,111	8
CIVIL ENGINEER II	28						
ENVIRONMENTAL PROGRAM MANAGER II	28						
SENIOR PROCUREMENT AGENT	28						
SEWER MANAGEMENT ENGINEER	28						
SENIOR APPLICATION ENGINEER	28						
~~CHIEF OF FACILITY MAINTENANCE~~	30	72,662	76,298	80,111	84,118	88,321	9

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

CLASSIFICATION	PAY GRADE	1	2	3	4	5	6	7
BUILDING MAINTENANCE SUPERVISOR	23	57,576	60,453	63,477	66,653	69,986	73,485	77,
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,
MASTER ELECTRONICS TECHNICIAN	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,
SUPERINTENDENT OF SEWER MAINTENANCE	28							
SUPERVISOR OF CONSTRUCTION SUPPORT	28							
CHIEF OF FACILITY MAINTENANCE	30	80,832	84,875	89,120	93,575	98,253	103,169	108,

Effective: 07/01/2025 (Ordinance 24-089)
Revised: xx/xx/xxxx (25-xxx) Chief of Facilities Maintenance 35HR to 40HR

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

CLASSIFICATION	PAY GRADE	1	2	3	4	5	6	7
BUILDING MAINTENANCE SUPERVISOR	23	59,015	61,964	65,064	68,319	71,736	75,322	79,(
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	87,1
MASTER ELECTRONICS TECHNICIAN	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,
SUPERINTENDENT OF SEWER MAINTENANCE	28							
SUPERVISOR OF CONSTRUCTION SUPPORT	28							
CHIEF OF FACILITY MAINTENANCE	30	82,853	86,997	91,347	95,915	100,709	105,749	111,

Effective: 07/01/2026 (Ordinance 24-089)
Revised: xx/xx/xxxx (25-xxx) Chief of Facilities Maintenance 35HR to 40HR

Prime Sponsor(s): Ms. Williams-Johns
Requested by: Administration/HR
Date of introduction: October 28, 2025

ORDINANCE NO. 25-144

AMEND THE PAY PLAN AND RATES OF PAY FOR NON-UNION CLASSIFIED SERVICE EMPLOYEES AND ADOPT THE CLASS SPECIFICATION OF CONSTRUCTION SUPPORT DIVISION MANAGER FOR THE DEPARTMENT OF PUBLIC WORKS, DIVISION OF SEWER OPERATIONS ADMINISTRATION

WHEREAS, the Department of Public Works, Division of Sewer Operations Administration has determined that it is necessary to make organizational changes to operate most effectively; and

WHEREAS, the Department submitted a new class specification for Construction Support Division Manager at Pay Grade 34; and

WHEREAS, the Human Resources Advisory Board at its meeting on October 3, 2025, recommended that the class specification for the new position title of Construction Support Division Manager (Pay Grade 34) be added to the Pay Plan and Rates of Pay for Non-Union Classified Service Employees; and

WHEREAS, the Chief Human Resources Officer concurs with the recommendation of the Human Resources Advisory Board.

NOW, THEREFORE, THE COUNTY OF NEW CASTLE HEREBY ORDAINS:

Section 1. The Class Specification for Construction Support Division Manager is adopted as set forth in Exhibit "A."

Section 2. The Pay Plan and Rates of Pay for Non-Union Classified Service Employees, effective July 1, 2025 through June 30, 2026, is hereby amended by adding the material that is underscored as set forth in Exhibit "B."

Section 5. The Pay Plan and Rates of Pay for Non-Union Classified Service Employees, effective July 1, 2026, is hereby amended by adding the material that is underscored as set forth in Exhibit "C."

Section 11. This Ordinance shall become effective immediately upon its adoption by County Council and approval by the County Executive, or as otherwise provided in 9 *Del. 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, adds the position title of Construction Support Division Manager (Pay Grade 34) to the Pay Plan and Rate of Pay for Non-Union Classified Service Employees and adopts the class specification of Construction Support Division Manager, as recommended by the Human Resources Advisory Board.

FISCAL IMPACT: This Ordinance, if approved, adds the position title of Construction Support Division Manager (Pay Grade 34) to the Pay Plan and Rate of Pay for Non-Union Classified Service Employees and adopts the class specification of Construction Support Division Manager, as recommended by the Human Resources Advisory Board.

There will be no discernible fiscal impact upon the adoption of this Ordinance.

Acknowledged by the Chief Financial Officer October 15, 2025.

NEW CASTLE COUNTY GOVERNMENT	Number xxxx
CLASS SPECIFICATION	Page 1 of 2 Date DRAFT
Title: CONSTRUCTION SUPPORT DIVISION MANAGER	**Approved:**

GENERAL STATEMENT OF DUTIES: Performs highly responsible managerial, administrative, and professional work in assisting the Public Works Department General Manager or designee in overseeing the operations and Countywide projects of the Construction Support Division to ensure quality service to the citizens of New Castle County; does related work as required.

DISTINGUISHING FEATURES OF THE CLASS: An employee in this class serves as a general assistant to the Public Works Department General Manager or designee, specifically in the management of all personnel within and work performed by the Construction Support Division. Work is performed under general direction and is reviewed through conferences, reports, and the evaluation of results achieved. Assignments are broad in scope, and considerable independent judgment is required. Additional responsibilities include working with other County departments, policy makers, legislators, government agencies, unions, technical and professional organizations, and the public. Responsibilities also include directing the activities of subordinate technical, supervisory, and administrative employees. This employee works under the general direction of the Public Works Department Senior Manager.

EXAMPLES OF WORK: (Illustrative only)

- Manages all in-house construction projects as it relates to sanitary sewer gravity systems, stormwater management facilities, drainage infrastructure, site construction, paving, concrete, masonry, special projects, and any other project-related work as needed by the Public Works Department;
- Handles personnel and labor issues within the Construction Support Division; coordinates with the Office of Human Resources as necessary;
- Coordinates all in-house construction, reconstruction, and restoration activities with regulatory agencies following County Codes;
- Develops long and short-term goals for the Division;
- Directs the emergency response to in-house emergency projects and assists in the final resolution;
- Participates in developing, formulating, and executing policies and procedures for the department;
- Assists in the preparation and administration of the capital and operating budgets;
- Meets with and advises public and private agencies, committees, and individuals interested in matters relating to planning, design, construction, and special projects as needed;
- Works with staff in responding to problems or investigating requests received; Provides technical assistance on issues relating to planning, design, construction, and special projects as needed;
- Supervises, trains, instructs, and evaluates employees;
- Provides technical or managerial oversight for department initiatives;

NEW CASTLE COUNTY GOVERNMENT	**Number** XXXX
	Page 2 of 2
CLASS SPECIFICATION	**Date** DRAFT
Title: CONSTRUCTION SUPPORT DIVISION MANAGER	**Approved:**

- Conducts periodic reviews of sanitary sewer, drainage, and storm water management codes, policies, and standards; prepares legislation to amend codes as necessary;
- Drafts policies and procedures for ensuring compliance with current requirements and standards and implementing new standards and codes;
- 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.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES: Good understanding of the principles and practices of civil engineering, specifically related to the construction of underground utilities, site construction, concrete, and masonry. Thorough knowledge of modern principles and practices of utility management and construction; ability to manage a large workforce and to handle personnel issues; ability to plan, layout, manage and review the work of subordinates; ability to review complex situations and make comprehensive recommendations for their solution; good knowledge of the principles and practices of stormwater management, drainage, and project management; ability to establish and maintain effective working relationships with internal and external stakeholders, including consultants, civic groups, elected officials and government agencies at the local, state and federal levels; good professional judgment; ability to communicate courteously and effectively.

MINIMUM QUALIFICATIONS: At least ten (10) years of civil engineering experience, specifically related to construction, stormwater management facilities, drainage, sanitary sewer gravity systems, and at least five (5) years of progressively responsible management of utility operations and maintenance, civil engineering experience at a management level, and construction project management activities. Possession of a Bachelor's Degree from an accredited college or university with major course work in civil engineering or related field; or an equivalent combination of experience, education, or training directly related to the necessary knowledge, skills, and abilities.

ADDITIONAL REQUIREMENTS: Must be licensed by the Delaware Association of Professional Engineers as a Professional Engineer. Possession of a valid Delaware Class D driver's license or its equivalent. Must pass a Class III County physical examination and background check.

HISTORY OF REVISIONS:
Established: DRAFT

PAY PLAN AND RATES OF PAY FOR NON-UNION CLASSIFIED SERVICE EMPLOYEES

CLASSIFICATION	PAY GRADE	1	2	3	4	5	6	7	8	9	10	11
SENIOR SERVICES TRANS. PROGRAM COORD.	16	35,803	37,592	39,472	41,446	43,518	45,693	47,977	50,376	52,895	55,540	58,317
INSURANCE CLAIMS ASSISTANT	17	37,593	39,473	41,447	43,519	45,695	47,980	50,379	52,898	55,543	58,320	61,236
SENIOR SERVICES CENTER DIRECTOR	18	39,474	41,448	43,520	45,696	47,981	50,380	52,900	55,544	58,321	61,238	64,300
CONFIDENTIAL ASSISTANT HUMAN RESOURCES ASSISTANT	20	43,520	45,696	47,981	50,380	52,900	55,544	58,321	61,238	64,299	67,514	70,889
FINANCE INFORMATION SPECIALIST FIRE/MEDICAL COMMUNICATIONS SUPERVISOR POLICE COMMUNICATIONS SUPERVISOR VICTIM'S ASSISTANCE OFFICE COORDINATOR	22	47,980	50,379	52,898	55,543	58,320	61,237	64,298	67,513	70,888	74,433	78,155
REGISTER IN CHANCERY OFFICE ADMINISTRATOR STORMWATER INSPECTION SUPERVISOR	23	50,378	52,897	55,542	58,319	61,236	64,297	67,512	70,887	74,432	78,154	82,061
CRIME ANALYST LAND USE PARALEGAL PUBLIC INFORMATION SPECIALIST REAL ESTATE COORDINATOR	24	52,900	55,544	58,321	61,238	64,299	67,514	70,889	74,434	78,156	82,064	86,167
CUSTOMER INFO. AND ASSISTANCE SUPV. POLICE ACCREDITATION COORDINATOR	25	55,545	58,322	61,239	64,301	67,515	70,891	74,435	78,157	82,065	86,168	90,476
ASSISTANT COMMUNITY SERVICES ADMIN. ASSISTANT LAND USE ADMINISTRATOR ENVIRONMENTAL ENGINEER I HUMAN RESOURCES TECHNICIAN INSURANCE ADMINISTRATOR LAW OFFICE ADMINISTRATOR	26	58,322	61,239	64,301	67,515	70,891	74,435	78,157	82,065	86,168	90,476	95,000
COMMUNITY GOVERNING ADMINISTRATOR SPORTS AND ATHLETICS ADMINISTRATOR	27	61,238	64,299	67,514	70,889	74,434	78,156	82,064	86,167	90,475	95,000	99,749
ENVIRONMENTAL ADMINISTRATOR FACILITIES PROJECT MANAGER FISCAL AND POLICY ANALYST LAND USE SERVICES ADMINISTRATOR LAND USE SERVICES ADMINISTRATOR, EMPLOYEE ENGAGEMENT AND HIRING SUPPORT PUBLIC WORKS PROGRAM MANAGER STORMWATER PROGRAM COORDINATOR	28	64,299	67,514	70,889	74,434	78,156	82,064	86,167	90,475	95,000	99,749	104,737
PAYROLL SUPERVISOR	29	67,516	70,892	74,436	78,158	82,066	86,169	90,477	95,002	99,751	104,739	109,976
BENEFITS ADMINISTRATOR COMMUNITY SERVICES ADMINISTRATOR EMPLOYEE RELATIONS SPECIALIST HUMAN RESOURCES ADMINISTRATOR LAND USE ADMINISTRATOR OPERATIONS SERVICES MANAGER PARKS DEVELOPMENT PLANNER PENSION ADMINISTRATOR SENIOR FISCAL AND POLICY ANALYST TRANSPORTATION PLANNER	30	70,891	74,435	78,157	82,065	86,168	90,476	95,001	99,750	104,738	109,975	115,474
DEVELOPMENT FACILITATOR PROPERTY ASSESSMENT SERVICES MANAGER	31	74,439	78,160	82,068	86,171	90,479	95,004	99,753	104,742	109,979	115,477	121,251

PAY PLAN AND RATES OF PAY FOR NON-UNION CLASSIFIED SERVICE EMPLOYEES

CLASSIFICATION	PAY GRADE	1	2	3	4	5	6	7	8	9	10	11
DEPARTMENT FINANCE OFFICER INFORMATION SYSTEMS ASSISTANT MANAGER LICENSING MANAGER MANAGEMENT AND PRODUCTIVITY MANAGER PLANNING MANAGER SENIOR FINANCIAL OFFICER	32	78,159	82,067	86,170	90,478	95,003	99,752	104,740	109,977	115,475	121,249	127,312
ACCOUNTING AND FISCAL MANAGER ASSISTANT LAND USE MANAGER CHIEF OF SPECIAL PROJECTS COMMUNITY SERVICES MANAGER CONSTRUCTION SUPPORT DIVISION MANAGER ENGINEERING SERVICES MANAGER INFORMATION SYSTEMS MANAGER INSURANCE AND LOSS CONTROL MANAGER INTERNAL SERVICES MANAGER PARKS DIVISION MANAGER PENSION PROGRAM MANAGER SEWER OPERATIONS MANAGER STORMWATER & ENVIRONMENTAL PROGS. MGR TREASURY MANAGER	34	86,169	90,477	95,002	99,751	104,739	109,976	115,474	121,248	127,310	133,675	140,359
FINANCE LEGAL OFFICER HUMAN RESOURCES MANAGER	35	90,478	95,003	99,752	104,740	109,977	115,475	121,249	127,312	133,677	140,361	147,379
DEPUTY CHIEF FINANCIAL OFFICER FIRST ASSISTANT COUNTY ATTORNEY PUBLIC WORKS SENIOR MANAGER DEPUTY CHIEF OF TECHNOLOGY	36	95,002	99,751	104,739	109,976	115,474	121,248	127,310	133,675	140,358	147,376	154,745

NON-UNION CLASSIFIED SERVICE EMPLOYEES OF EMERGENCY COMMUNICATIONS AND EMERGENCY MEDICAL SERVICES

ASSISTANT CHIEF OF EMERG. COMMUNICATIONS	32	83,144	87,050	91,155	95,463	99,986	104,738	109,725	114,962	120,459	126,234	132,546
CHIEF OF EMERGENCY COMMUNICATIONS	36	99,525	104,275	109,261	114,499	119,997	125,770	131,832	138,198	144,881	151,899	159,495
CHIEF OF EMERGENCY MEDICAL SERVICES	38	112,278	117,516	123,014	128,787	134,849	141,216	147,900	154,918	162,287	170,024	178,526

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Revised: 08/29/2023 (Ordinance 23-097)
Revised: 08/01/2023 (Ordinance 23-126)
Revised: 07/07/2022 (Ordinance 24-013)
Revised: 10/8/2024 (Ordinance 24-148 and Ordinance 24-149)
Revised: 10/8/2024 (Ordinance 24-151) - Add Step 11
Revised: 11/19/2024 (Ordinance 24-160)
Revised: 02/24/2025 (Ordinance 25-016)
Revised: 04/11/2025 (Ordinance 25-031)
Revised: xx/xx/xxxx (Ordinance 25-xxx) Construction Support Division Manager PG34

PAY PLAN AND RATES OF PAY FOR NON-UNION CLASSIFIED SERVICE EMPLOYEES

CLASSIFICATION	PAY GRADE	1	2	3	4	5	6	7	8	9	10	11
SENIOR SERVICES TRANS. PROGRAM COORD.	16	36,699	38,532	40,459	42,483	44,606	46,836	49,177	51,636	54,218	56,929	59,775
INSURANCE CLAIMS ASSISTANT	17	38,533	40,460	42,484	44,607	46,838	49,180	51,639	54,221	56,932	59,778	62,767
SENIOR SERVICES CENTER DIRECTOR	18	40,461	42,485	44,608	46,839	49,181	51,640	54,223	56,933	59,780	62,769	65,908
CONFIDENTIAL ASSISTANT HUMAN RESOURCES ASSISTANT	20	44,608	46,839	49,181	51,640	54,223	56,933	59,780	62,769	65,907	69,202	72,662
FINANCE INFORMATION SPECIALIST FIRE/MEDICAL COMMUNICATIONS SUPERVISOR POLICE COMMUNICATIONS SUPERVISOR VICTIM'S ASSISTANCE OFFICE COORDINATOR	22	49,180	51,639	54,221	56,932	59,778	62,768	65,906	69,201	72,661	76,294	80,109
REGISTER IN CHANCERY OFFICE ADMINISTRATOR STORMWATER INSPECTION SUPERVISOR	23	51,638	54,220	56,931	59,777	62,767	65,905	69,200	72,660	76,293	80,108	84,113
CRIME ANALYST LAND USE PARALEGAL PUBLIC INFORMATION SPECIALIST REAL ESTATE COORDINATOR	24	54,223	56,933	59,780	62,769	65,907	69,202	72,662	76,295	80,110	84,116	88,322
CUSTOMER INFO. AND ASSISTANCE SUPV. POLICE ACCREDITATION COORDINATOR	25	56,934	59,781	62,770	65,909	69,203	72,664	76,296	80,111	84,117	88,323	92,738
ASSISTANT COMMUNITY SERVICES ADMIN. ASSISTANT LAND USE ADMINISTRATOR ENVIRONMENTAL ENGINEER I HUMAN RESOURCES TECHNICIAN INSURANCE ADMINISTRATOR LAW OFFICE ADMINISTRATOR	26	59,781	62,770	65,909	69,203	72,664	76,296	80,111	84,117	88,323	92,738	97,375
COMMUNITY GOVERNING ADMINISTRATOR SPORTS AND ATHLETICS ADMINISTRATOR	27	62,769	65,907	69,202	72,662	76,295	80,110	84,116	88,322	92,737	97,375	102,243
ENVIRONMENTAL ADMINISTRATOR FACILITIES PROJECT MANAGER FISCAL AND POLICY ANALYST LAND USE SERVICES ADMINISTRATOR LAND USE SERVICES ADMINISTRATOR, EMPLOYEE ENGAGEMENT AND HIRING SUPPORT PUBLIC WORKS PROGRAM MANAGER STORMWATER PROGRAM COORDINATOR	28	65,907	69,202	72,662	76,295	80,110	84,116	88,322	92,737	97,375	102,243	107,356
PAYROLL SUPERVISOR	29	69,204	72,665	76,297	80,112	84,118	88,324	92,739	97,378	102,245	107,358	112,726
BENEFITS ADMINISTRATOR COMMUNITY SERVICES ADMINISTRATOR EMPLOYEE RELATIONS SPECIALIST HUMAN RESOURCES ADMINISTRATOR LAND USE ADMINISTRATOR OPERATIONS SERVICES MANAGER PARKS DEVELOPMENT PLANNER PENSION ADMINISTRATOR SENIOR FISCAL AND POLICY ANALYST TRANSPORTATION PLANNER	30	72,664	76,296	80,111	84,117	88,323	92,738	97,377	102,244	107,357	112,725	118,361
DEVELOPMENT FACILITATOR PROPERTY ASSESSMENT SERVICES MANAGER	31	76,300	80,114	84,120	88,326	92,741	97,380	102,247	107,361	112,729	118,364	124,283

PAY PLAN AND RATES OF PAY FOR NON-UNION CLASSIFIED SERVICE EMPLOYEES

CLASSIFICATION	PAY GRADE	1	2	3	4	5	6	7	8	9	10	11
DEPARTMENT FINANCE OFFICER INFORMATION SYSTEMS ASSISTANT MANAGER LICENSING MANAGER MANAGEMENT AND PRODUCTIVITY MANAGER PLANNING MANAGER SENIOR FINANCIAL OFFICER	32	80,113	84,119	88,325	92,740	97,379	102,246	107,359	112,727	118,362	124,281	130,495
ACCOUNTING AND FISCAL MANAGER ASSISTANT LAND USE MANAGER CHIEF OF SPECIAL PROJECTS COMMUNITY SERVICES MANAGER CONSTRUCTION SUPPORT DIVISION MANAGER ENGINEERING SERVICES MANAGER INFORMATION SYSTEMS MANAGER INSURANCE AND LOSS CONTROL MANAGER INTERNAL SERVICES MANAGER PARKS DIVISION MANAGER PENSION PROGRAM MANAGER SEWER OPERATIONS MANAGER STORMWATER & ENVIRONMENTAL PROGS. MGR TREASURY MANAGER	34	88,324	92,739	97,378	102,245	107,358	112,726	118,361	124,280	130,493	137,017	143,868
FINANCE LEGAL OFFICER HUMAN RESOURCES MANAGER	35	92,740	97,379	102,246	107,359	112,727	118,362	124,281	130,495	137,019	143,871	151,064
DEPUTY CHIEF FINANCIAL OFFICER FIRST ASSISTANT COUNTY ATTORNEY PUBLIC WORKS SENIOR MANAGER DEPUTY CHIEF OF TECHNOLOGY	36	97,378	102,245	107,358	112,726	118,361	124,280	130,493	137,017	143,867	151,061	158,614
NON-UNION CLASSIFIED SERVICE EMPLOYEES OF EMERGENCY COMMUNICATIONS AND EMERGENCY MEDICAL SERVICES												
ASSISTANT CHIEF OF EMERG. COMMUNICATIONS	32	85,223	89,226	93,434	97,850	102,486	107,356	112,469	117,836	123,471	129,391	135,860
CHIEF OF EMERGENCY COMMUNICATIONS	36	102,014	106,882	111,993	117,362	122,997	128,915	135,128	141,653	148,504	155,697	163,483
CHIEF OF EMERGENCY MEDICAL SERVICES	38	115,085	120,454	126,090	132,007	138,221	144,747	151,598	158,791	166,345	174,275	182,990

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Revised: xx/xx/xxxx (Ordinance 25-xxx) Construction Support Division Manager PG34